



## **August 2018 Faculty Senate Meeting Agenda**

**Faculty Senate Meeting:** Monday, August 27<sup>th</sup> 12:30-1:45pm KSU Center Room 300

### **I. Call to Order**

Welcome and Introductions – Dr. Jennifer Purcell

1. President Pamela Whitten
2. Faculty Senate Executive Committee
3. Dr. Kris DuRocher, Faculty Director of General Education

### **II. Approval of the Agenda**

### **III. Approval of Minutes**

### **IV. Reports**

1. Part-time Faculty Council – Joanne Lee
2. Chairs and Directors Assembly – Dr. Jeanne Bohannon
3. USG Faculty Council – Dr. Joya Hicks

### **V. Old Business**

- A. Updates on Academic Initiatives – Dr. Jennifer Purcell on behalf of Dr. Linda Noble
  1. Academic Master Plan
  2. Quality Enhancement Plan (QEP)
  3. SACSCOC Reaffirmation
  4. Momentum Year
  5. Faculty Salary Study
  6. Course Scheduling
- B. Distance Learning Advisory Committee – Dr. Tamara Powell

### **VI. New Business**

- C. Overload Compensation Guidelines – Dr. Jennifer Purcell on behalf of Dr. Linda Noble
- D. OCS Mandatory Employee Information Security Training – Veronica Trammell
- E. Elections
  1. FS Parliamentarian – 1 Senator
  2. FS Staff Council Liaison – 1 Senator
  3. FS Student Government Association Liaison – 1 Senator
  4. QEP Operational Development Committee – 1 Senator
  5. Student Technology Fee (STF) Committee – 2 Senators

**VII. Informational Items**

- F. KSU Provost Search – Dean Jon Preston
- G. National Conference on Undergraduate Research (NCUR) Updates – Dr. Amy Buddie
- H. Academic Affairs Shared Governance Workshop – Dr. Jennifer Purcell
- I. Policy Process Council Updates – Dr. Kevin Gwaltney
  - 1. KSU Motor Vehicle Operator Policy
- J. Employee Wellness Programs and \$100 Well-being Incentive – Dessi Tzankova
- K. USG Policy Update – Conflict of Interest and Conflict of Commitment

**VIII. Announcements**

**IX. Adjournment**

## **Minutes of the Faculty Senate meeting of 23<sup>rd</sup> April, 2018.**

### **UPDATES**

#### **A. Ken Harmon, Interim President**

He was part of a hearing on free expression and student affairs under the Gold Dome. The hearing was videoed and is on the web. Consultants are on campus ensuring that KSU treats all events and student organizations, the same and that faculty understand due process. Private conversations held afterward were fine.

USG had just given KSU the budget figures allocations for 2018/9. At first glance, it looks like what he expected. Online incentive pay is definitely going away. He told departments to expect no increases. The CAR investigation should help find places to economize, as KSU needs more instructors.

KSU is implementing the fixed seat model with application deposits, and earlier due dates. This should help to reduce the growth rate in student numbers.

KSU is looking at what to do about QM, space allocation, and teaching schedules. KSU is using classrooms at 54% capacity.

#### **B. Linda Noble, Interim Provost & VPPA**

KSU will not terminate the CSH program. She is meeting with the CSH faculty to look at improving the curriculum. Coles will be offering a BBA with a hospitality emphasis. CSH will serve CSH majors first due to faculty limitations. This is not a permanent situation.

KSU is looking at the graduate curriculum approval process. She will be visiting colleges.

She will consult with CFCs when appointing interim deans.

#### **C. Ron Matson, Sr Assoc. VP for Academic Affairs**

KSU will replace DM software for student evaluations with Xplorance Blue on 1<sup>st</sup> July. So Summer I and Maymester classes will use DM; the rest of summer classes will use Explorance Blue. KSU will remain with DM for Activity Insight for the next two years. He will start a new committee to lokar DM replacement in Dec 18 or Jan 19.

#### **D. Meihua Zhai, Assist. VP of Institutional Research (Faculty Salary Study & Academic Master Plan)**

She presented a PowerPoint on KSU's academic master plan process. KSU needs measures to find out about low productivity programs. She will collect student data by program, with dual majors split. KSU bases faculty data on departments. These measures may change later. KSU will look at benchmarks later.

KSU is trying to use standard information. KSU will examine special information like joint faculty and multi-disciplinary programs later.

She was going to present the Faculty Salary Study when a motion from the floor pointed out the little time remaining and the senate decided to skip some informational items.

#### **E. Danielle S. Buehrer, Interim VP for Institutional Effectiveness (Reaffirmation)**

She presented change to KSU's residency requirements from 30 hours to 25% of total hours. SACSOC require this standard change as KSU has programs requiring up to 150 hours. E0core and e-major count as KSU courses; some consortium course do not count. She agreed to ad old wording of need for 21 hours of upper division course. Faculty were unhappy deciding on this without feedback from their departments. She pointed out the urgency as SACVSSOC process started in September and KSU would be in non-compliance if no change made. The senate passed this change on first reading (15 to 3), with a second reading in May or virtually.

#### **OLD BUSINESS**

#### **F. Emeritus Status, Barbara Wood**

She asked for a second reading allowing non-tenure track people have emeritus status. The senate passed the motion unanimously.

#### **G. Approval of March Minutes**

Senate approved minute 28 to 0.

#### **H. Faculty Senate Elections, AY 2018-19, Joya Hicks & Jennifer Purcell**

Elections results were as follows:

Vice-President/President-Elect - Dr. Jeanne Bohannon  
Secretary - Dr. Heather Pincock  
Marietta Campus Representative - Dr. David Stollberg  
Kennesaw Campus Representative - Dr. Humayun Zafar  
Staff Council Liaison - Dr. Cristen Dutcher  
SGA Liaison - VACANT  
PT Faculty Council Liaison - Dr. Joanne Lee  
Policy Process Council Liaison - Dr. Douglas Moodie  
CDA Liaison - Dr. Jeanne Bohannon  
Dean's Council Liaison - Dr. Joya Hicks

#### **I. BOR Request, Pay Raise, Ken White**

"Resolved, because the employees of Kennesaw State University are the ones responsible for the education and graduation progression of KSU's students, and because competitive employee pay is necessary to attract and retain quality educators, the Faculty Senate of Kennesaw State University hereby calls on the Board of Regents to advocate for pay raises in its next fiscal budget for the university campuses"

The Senate passed this motion unanimously.

## **NEW BUSINESS**

### **J. Faculty and Staff Evaluation of Administrators, Andrew Pieper, FSEA Faculty Coordinator**

He presented an outline of changes to FSEA. CHSS faculty pointed out that the 2, 5, 8 spacing would make it difficult to use these for chair review, as their chairs were on 5 year contracts. They want 2, 4, 6, spacing. The plan is for shorter reviews that faculty can do quicker. Senate passed this proposal 28 to 0. He will take back this recommendation to committee.

## **INFORMATION**

### **K. New committee for student technology fee transparency, Cheryl Hassman, Executive Director, IT Operations**

They need a faculty representative.

There was no time for the remaining reports. The material is in [https://kennesawedu-my.sharepoint.com/personal/jcarterh\\_kennesaw\\_edu/\\_layouts/15/onedrive.aspx?slid=dbb8609e-80ff-5000-9355-](https://kennesawedu-my.sharepoint.com/personal/jcarterh_kennesaw_edu/_layouts/15/onedrive.aspx?slid=dbb8609e-80ff-5000-9355-3882626be972&FolderCTID=0x01200058EDCA137357B044B3C59EE356F29AD4&id=%2Fpersonal%2Fjcarterh_kennesaw_edu%2FDocuments%2FFaculty%20Senate%20APRIL)

[3882626be972&FolderCTID=0x01200058EDCA137357B044B3C59EE356F29AD4&id=%2Fpersonal%2Fjcarterh\\_kennesaw\\_edu%2FDocuments%2FFaculty%20Senate%20APRIL](https://kennesawedu-my.sharepoint.com/personal/jcarterh_kennesaw_edu/_layouts/15/onedrive.aspx?slid=dbb8609e-80ff-5000-9355-3882626be972&FolderCTID=0x01200058EDCA137357B044B3C59EE356F29AD4&id=%2Fpersonal%2Fjcarterh_kennesaw_edu%2FDocuments%2FFaculty%20Senate%20APRIL)

L. Jen Wells, Director of Assessment (Assessment Synergy)

M. Sarah Holiday and Jen Wells, (QEP)

N. Doug Moodie, Presidential Search Committee Chair

O. Faculty Senate Liaison Reports:

P. Academic Advisors and D2L, Chris Hutt, Assist VP for Academic Advising and

Bob Mattox, Assoc VP and Dir of Student Success Services

Q. Academic Calendar

Paul Parker, Interim AVP for Enrollment Services

Q. Distance Learning Advisory Committee, Nyasha M. GuramatunhuCooper, Interim Committee Chair

R. New committee for student technology fee transparency, Cheryl Hassman, Executive Director, IT Operations

S. Intellectual Property Policy

Don McGarey, Interim VP for Research

**Faculty Senate Attendance Sign-up Sheet for 23<sup>rd</sup> April 2018**

<b>Department or School</b>	<b>Name</b>	<b>Present</b>
Accounting	Cristen Dutcher	Yes
Architecture	Tim Frank	
Art & Design	Craig Brasco	Yes
Chemistry & Biochemistry	Michael Van Dyke	Yes
Civil & Construction Engineering	Metin Oguzmert	
Construction Engineering Technology	Matthew Wilson	
Communication and Media	Carolyn Carlson	Yes
Computer Engineering	Scott Tippens	Yes
Computer Science	Alan Shaw	
Conflict Mgt., Peacebuilding, and Development	Heather Pincock	Yes
Construction Management	Charner Rodgers	
Culinary Sustainability and Hospitality	Jonathan Brown	Yes
Dance	McCree O'Kelley	
Ecology, Evolution, and Organismal Biology	Joe Dirnbeger	Yes
Economics, Finance, and Quantitative Analysis	Luc Noiset	Yes
Education Leadership	Nic Clegorne	Yes
Elementary and Early Childhood Education	Scott Ritchie	Yes
Electrical Engineering	Yusun Chang	Yes
Electrical & Computer Engineering Technology	Pam Frinzi	
English	Jeanne Bohannon	Yes
Exercise Science & Sports Mgt.	Laurie Tis	Yes
First-Year and Transitional Studies	Richard Mosholder	Yes
Foreign Languages	Noah McLaughin	Yes
Geography and Anthropology	Debrati Sen	Yes
Governance and International Affairs	Ken White	Yes
Health Promotion and Physical Education	Peter St. Pierre	Yes
History and Philosophy	Marianne Holdzkom	Yes
Honors College	Katherine Kinnick	
Inclusive Education	Joya Carter-Hicks	Yes
Information Systems	Humayun Zafar	Yes
Information Technology	Ming Yang	
Instructional Technology	Anissa Vega	Yes
Interdisciplinary Studies	May Gao	
Leadership and Integrative Studies	Jennifer Purcell	Yes

Library, University	Barbara Wood	Yes
Management and Entrepreneurship	Doug Moodie	Yes
Marketing and Professional Sales	Sandra Pierquet	Yes
Mathematics	Josip Derado	Yes
Mechanical Engineering	Mohammed Mayeed	Yes
Mechanical Engineering Technology	David Stollberg	Yes
Mechatronics Engineering	Ying Wang	
Molecular and Cellular Biology	Jerald Hendrix	Yes
Music	Jana Young	Yes
Nursing	Jane Brannan	Yes
Physics	Russell Patrick	Yes
Psychology	Roxanne Donovan	Yes
Secondary and Middle Grades Education	Bryan Gillis	
Social Work and Human Services	Vanessa Robinson-Dooley	Yes
Sociology and Criminal Justice	Darina Lepadatu	Yes
Software Engineering and Game Development	Paola Spoletini	Yes
Statistics and Analytical Sciences	Josip Derado	Yes
Systems and Industrial Engineering	Robert Keyser	Yes
Technical Communication & Interactive Design	Uttam Kokil	Yes
Theatre and Performance Studies	Jim Davis	
<b>Liaisons</b>		
Administrators Council	Chris Hutt	
Chairs and Directors Assembly	Dawn Baunach	Yes
Deans Council	Kathy Schwaig	
Part-time Faculty Council	Joanne Lee	Yes
Staff Senate	Jeffrey Bernard	
Student Government Association		
<b>Ex-officio</b>		
President	Ken Harmon	Yes
Provost and VPAA	Linda Noble	Yes
Senior Assoc. V P. for Faculty	Ron Matson	Yes
Assoc. V. P. for Curriculum	Val Whilesey	
Assoc. V. P, for Technology	Elke Leeds	
<b>Visitors</b>		
AVP for Institutional Research	Meihua Zhai	Yes
VP for Institutional Research	Danielle Bueher	Yes
Inclusive Education	Amanda Richey	Yes
Assoc. Dean Library	Linda Golian-Lui	Yes

UITS	Cheryl Hassman	Yes
AVP for Enrollment Services	Paul Parker	Yes
DLAC	Nyasha Guramatnhecooper	Yes
Senior Assoc. Dean HSS	Thierry Leger	Yes



Part-Time Faculty Council Liaison August 2018 Report to the Faculty Senate

Submitted by Joanne Lee

**Completed or In Progress**

April 11	1. Met with Chairs and Director in April to talk about the Part-Time Faculty Council.
May (in progress)	2. Revised the bylaws and will have final draft for representatives at August 29 <sup>th</sup> meeting.
	3. Worked with the The Office of Inclusion and Diversity to identify participants and to plan workshop targeting part-time faculty.
May 29	4. Facilitated workshop with The Office of Inclusion and Diversity.
August 1 - 3	5. Designed flyers and poster for new faculty orientation session and table.
August 6	6. NeCall Wilson represented PTFC on panel at New Faculty Orientation. 7. NeCall Wilson hosted the information table for PTFC.
August 8	8. Met with Chairs and Directors to advocate for a representative from eligible departments. Requested feedback by August 15. 9. Updated list of chairs and directors
August 15 – in progress	10. Updated representatives
August 17	11. Emailed individual department chairs for information.
August 18	12. Confirmed Amy Buddie for September meeting
August 19	13. Invited attendees of workshop to attend the opening planning meeting of the PTFC.

**Next Steps**

1. Schedule a meeting with Dr. Noble to gain an understanding of current status and options for part-time faculty members.
2. Schedule a meeting with Dr. Whitten to introduce the executive committee and goals.
3. Hold first meeting of Fall 2018 as a planning session to develop focus of PTFC work for the year.

4. Elect a new secretary as previous secretary does not have a position this Fall.
5. Present final copy of revised bylaws to PTFC.
6. Find out who gets the revision to the Faculty Handbook.

#### Chairs and Directors Assembly

#### August Meeting

#### Liaison Report

- There is a Chairs/Directors website - [cda.kennesaw.edu](http://cda.kennesaw.edu) to help keep folks updated
- The President & Provost will attend CDA Meeting - Sept. 12
- UITS introduced mandatory employee security training & UITS Policies
- Michele DiPietro introduced a new website (under construction) that will target various levels of faculty rank and interests with leadership development workshops
- Part-time Faculty Council President Joanne Lee introduced herself and the PFC



## **CDA Meetings - 2018-2019**

**9:00 – 11:00 AM**

Wed, Aug 8, 2018 - HS1103 (Prillaman Hall)  
(Kennesaw Campus)

Wed, Sep 12, 2018 – Leadership Room – ST205  
(Kennesaw Campus)

Wed, Oct 10, 2018 – A201B Ballroom B Joe Mack Wilson Student Center  
(Marietta Campus)

Wed, Nov. 14, 2018 – Leadership Room – ST205  
(Kennesaw Campus)

Wed, Dec 5, 2018 – Leadership Room – ST205  
(Kennesaw Campus)

Wed, Jan 9, 2019 – Leadership Room – ST205  
(Kennesaw Campus)

Wed, Feb 13, 2019 – Leadership Room – ST205  
(Kennesaw Campus)

Wed, March 13, 2019 – A201B Ballroom B Joe Mack Wilson Student Center  
(Marietta Campus)

Wed, Apr 10, 2019 – Engineering Tech Center Q106  
(Marietta Campus)

Wed, May 1, 2019 – Leadership Room – ST205  
(Kennesaw Campus)

# UNIVERSITY SYSTEM OF GEORGIA (USG) FACULTY COUNCIL

April 27, 2018  
University System of Georgia Office  
270 Washington Street, SW  
Atlanta, Georgia 30334

Elizabeth F. Desnoyers-Colas, USG Faculty Council Chair, Presiding

<b>Attendees</b>	
Georgia Tech: Joseph Hughes; Georgia State University: Timothy Brown; Augusta University: Wendy Turner, MJ Weintraub; University of Georgia: Scott Pegan; Kennesaw State University: Joya Hicks, Jennifer Purcel; University of West Georgia: Julia Farmer; Valdosta State University: Brian Ring; Albany State University: Zephy Okonkwo; Georgia Southern University: Elizabeth Desnoyers-Colas; Clayton State University: J. Celeste Walley-Jean; Columbus State University: Neal Thomson; Fort Valley State University: Juone Brown; Georgia College & State University: Alex Blazer, Glynnis Haley; Georgia Southwestern State University: Chadwick Gugg; Abraham Baldwin Agricultural College: Amanda Urquhart; Atlanta Metropolitan State College: Babs Onabanjo; Dalton State College: Sarah Mergel; Georgia Gwinnett College: Beth Cavalier; Gordon State College: Jeremy Richards; South Georgia State College: Frank Pridemore; AAUP: Robert Scott; USG Retiree Council: Mildred (Missy) Cody; USG: Steve Wrigley, Tristan Denley, Karin Elliot, Marti Venn	
<b>Minutes</b>	
I.	Welcome (8:45 AM) Dr. Elizabeth F. Desnoyers-Colas, USGFC Chair, Georgia Southern University Armstrong Campus  Elizabeth F. Desnoyers-Colas (EDC) welcomed all the participants to the meeting at the system office. She also thanked the staff in Atlanta for helping to facilitate the meeting arrangements.
II.	Call to Order Elizabeth F. Desnoyers-Colas, USGFC Chair  Having established a quorum, EDC called the meeting to order at 8:49 AM.
III.	Approval of the Agenda Elizabeth F. Desnoyers-Colas, USGFC Chair  EDC asked for a motion to approve the agenda. Julie Farmer made a motion; Brian Ring seconded. After no discussion, the council unanimously approved the agenda.
IV.	Approval of the Minutes Previous Meeting, December 1, 2017, Elizabeth F. Desnoyers-Colas

## Faculty Overload Pay

Office of the Provost and VPAA

Tue 6/26/2018 4:21 PM

To: facultynotify <facultynotify@kennesaw.edu>; staffnotify <staffnotify@kennesaw.edu>;

Colleagues:

As you know, at the end of the spring semester, I requested that KSU's audit team conduct a thorough review of institutional practices related to extra compensation for faculty. The audit was based on the University's need to ensure that we comply with Board of Regents policy on overload pay. As I noted in my May message to campus, over the years, it has become routine for faculty to receive overload pay for activities that typically fall within normal faculty responsibilities.

Preliminary results of the audit show that KSU spent an average of \$3.34 million on overload pay in FY16 and FY17, broken out as follows:

- In FY16 and FY17, approximately \$1.8 million was used to pay faculty teaching a Quality Matters-approved online course, an additional \$50 (above their regular salary) per student enrolled.
- The remaining funds (about \$2.34 million per year) were used to pay faculty overload to engage in activities that are typically considered part of the normal workload of faculty (e.g., developing online courses, serving as a peer reviewer for Quality Matters, serving on committees, chairing thesis/dissertation committees, guest lecturing, advising and mentoring students, grant writing, etc.).

The overload pay audit did not include administrative stipends (e.g., the stipend paid to a 12-month department chair that is in addition to their faculty 10-month base salary). These types of stipends are documented in annual faculty and administrative contracts and are not impacted by this audit.

Based on the audit, effective July 1, 2018, the \$50 per student overload pay for Quality Matters-approved online courses will no longer be allowed, and overload pay will no longer be approved for those duties that should be part of normal faculty responsibilities. The July 1 effective date does not include courses offered during the 2018 summer terms.

I have asked deans and chairs to work with faculty to make the necessary adjustments in annual faculty workload expectations to incorporate the types of responsibilities that have previously been paid as overload. We want to avoid faculty members with full workloads from being assigned additional activities; therefore, responsibilities will need to be prioritized.

My office will be distributing additional documentation and guidelines for the review of overload pay requests for the coming fiscal year. Typically, only requests that will be considered for overload pay in FY19 and beyond will be requests to pay overload for temporary, extra teaching assignments. On rare occasions, other responsibilities may be considered for temporary duties that are strategic to the University or based on critical student needs.

Please feel free to contact Ron Matson if you have any questions.

Sincerely,

Linda Noble

Interim, Provost and VPAA

# A few things to know from University Information Technology Services

Fall 2018



## KSU Service Desk



The KSU Service Desk is the single point of contact for questions or assistance with KSU technologies. Faculty and staff can contact the KSU Service Desk at [service@kennesaw.edu](mailto:service@kennesaw.edu) or 470-578-6999.

Find operating hours and walk-up counter locations at [uits.kennesaw.edu](http://uits.kennesaw.edu)

## Annual Information Security Training



Each year, UITs provides the campus with Information Security Training through OwlTrain. The University System of Georgia mandates all employees to successfully complete information security training annually.

You can access the 11-minute training module at [owltrain.kennesaw.edu](http://owltrain.kennesaw.edu)

## The Phish Market



The Office of Cybersecurity's new Phish Market catalogs known phishing attempts and other malicious emails targeting students, faculty, and staff. You can browse the site for identified phishing messages or submit suspicious emails to assist other KSU community members

Visit the Phish Market at [phishmarket.kennesaw.edu](http://phishmarket.kennesaw.edu)

## KSU Status Page



The KSU Status Page provides up-to-date service information about the status of and upcoming maintenance for Kennesaw State University IT systems and services.

Visit [status.kennesaw.edu](http://status.kennesaw.edu) to check the status of KSU applications and to sign-up for service notifications.

## Document Management



The university offers multiple solutions for storing, accessing, and sharing data. Not every solution is appropriate for storing certain types of data; to help guide you through this process, we have created a matrix comparing the document management solutions available at KSU and the types of data that can safely be stored in each

Find this comparison matrix and more information at [uits.kennesaw.edu/document-management](http://uits.kennesaw.edu/document-management)

## KSUmail Full Name Alias



In addition to the standard [NetID@kennesaw.edu](mailto:NetID@kennesaw.edu) email address, faculty and staff can now receive emails at [FirstName.LastName@kennesaw.edu](mailto:FirstName.LastName@kennesaw.edu). This feature provides an easy-to-remember, aesthetically pleasing option for sending emails to KSU faculty and staff.

Visit [uits.kennesaw.edu/ksumail](http://uits.kennesaw.edu/ksumail) to learn more about email and find FAQs regarding full name email aliases.

## KSU VPN



This summer, UITs launched a new virtual private network service: KSU VPN. KSU VPN replaces Hallpass, the University's legacy VPN solution; Hallpass will remain available until the service is decommissioned on Sept. 5, 2018. KSU VPN features an easy-to-use downloadable client, eliminating the Java issues currently experienced with Hallpass.

Learn more at [uits.kennesaw.edu/ksuvpn](http://uits.kennesaw.edu/ksuvpn)

## Technology Training



UITs offers multiple options to provide the technology training you need at your convenience. Each semester, regularly scheduled hands-on technology workshops are available for faculty and staff. You can also receive one-on-one training by appointment and group training for your class or your office. Thousands of self-paced, online training books and module are available through OwlTrain for many technologies and professional development programs.

Learn more at [uits.kennesaw.edu/training](http://uits.kennesaw.edu/training)

**33<sup>rd</sup> Annual National Conference on Undergraduate Research (NCUR)  
April 11-13, 2019**

**Kennesaw State University**

**What is NCUR?**

- Undergraduates present their scholarship as posters, oral presentations, performances, and visual arts displays over a 2.5-day period.
- There is a competitive bid process to decide the host institution each year; Kennesaw State University won the bid to host in 2019. This marks the first time the conference will be held in Georgia in its 33-year history.
- For more information, visit [http://www.cur.org/conferences\\_and\\_events/student\\_events/ncur/](http://www.cur.org/conferences_and_events/student_events/ncur/)



**What can we expect at NCUR?**

- The 2017 schedule-at-a-glance is fairly typical: <http://www.memphis.edu/honors/pdfs/ncur2017schedule1.pdf>
- Student sessions include posters, oral presentations (15 min each, 5 additional min for questions, grouped by discipline), visual arts displays, and performances. Workshops for students are sometimes included (e.g., resume writing, applying to grad school). There is always a grad/professional school fair.
- FAN (Faculty-Administrator Network) sessions are designed for faculty and administrators (you can view the 2016 schedule here: [http://www.cur.org/assets/1/23/FAN\\_Program\\_Book.pdf](http://www.cur.org/assets/1/23/FAN_Program_Book.pdf)). They are usually held over breakfast or lunch so as not to conflict with student presentations.
- There are three plenary speakers (one per day; they can be faculty members, community leaders, celebrities, etc.).
- There is a “Big Event” on Friday evening and typically a smaller event/activity on Thursday evening.
- There are optional excursions starting Saturday afternoon though the evening (extra costs for attendees).

**Background on NCUR**

- NCUR is one of the largest national conferences on undergraduate research in the country, with over 4,000 attendees from colleges and universities across the U.S.
- It is estimated (based on data from previous host sites) that the economic impact of the conference for the surrounding area will be \$2.1 to \$2.5 million dollars. Host institutions typically see revenue between \$100,000 and \$300,000.
- In 2017 (at the University of Memphis):
  - Nearly 400 institutions
  - 47 U.S. states (very small international presence – typically 4-5 other countries)
  - 4,139 attendees

- Over 4,000 abstracts submitted (~88% acceptance rate)
- Nearly 90% of attendees are undergraduate researchers, with the rest being faculty, staff, and administrators.
- NCUR is multidisciplinary, with representation from virtually every major. The largest disciplines tend to be in STEM fields (particularly chemistry and biology) and psychology. In 2017, nearly 100 fields and subfields were represented in the presentations.
- NCUR maintains a database where individuals can search for disciplines, institutions, and keywords (overall or by year):  
[http://www.cur.org/conferences\\_and\\_events/student\\_events/ncur/archive/](http://www.cur.org/conferences_and_events/student_events/ncur/archive/)

### **NCUR 2019 at Kennesaw State University**

- We expect a larger conference than past host institutions (e.g., ease of getting to Atlanta, cultural attractions, weather).
- At least 700 volunteers (faculty, staff, students, administrators) will be needed (for example, moderating oral presentation sessions, staffing the registration tables, helping lost attendees find buildings, etc.).
- Faculty from the host institution are responsible for reviewing abstracts. If a host institution doesn't have enough faculty to review or doesn't have faculty in certain disciplines, they can request help through the Council on Undergraduate Research or can ask faculty within the area at other institutions.
- The conference is intentionally not during Spring Break. One of the benefits of hosting this conference is that our students will get the opportunity to be exposed to undergraduate research on a national level. That's less likely to happen during a school holiday.
- Classes will be redirected to the conference Thursday through Saturday:
  - We would like our students to be able to present, volunteer, and attend sessions. Faculty are encouraged to create assignments where students attend sessions in their discipline and write reflections about the experience.
  - Faculty are needed to moderate oral presentation sessions.
  - A conference of this size is going to take over much of the campus space; it isn't possible to also hold classes.
- Departments that would like to recruit NCUR attendees to come to KSU and/or just want to show off are encouraged to have open houses (Thursday April 11, 2019 around 4pm). Although the conference will be held on the Kennesaw campus, we can shuttle students to the Marietta campus for open houses.

### **How can faculty pitch in?**

- You can mentor undergraduate research/creative activity in the next year so students will be ready to present at NCUR 2019.
- You can encourage students in your department to get involved in undergraduate research projects during the next year and to volunteer at the conference.
- You can review abstracts in December/January 2018 and to moderate oral presentations at the conference.
- You can plan an open house for your department.



- You can send feedback/ideas you have about the conference to the Office of Undergraduate Research ([our@kennesaw.edu](mailto:our@kennesaw.edu)).
- You can spread the word about NCUR 2019 (e.g., within your College, within your professional networks).
- You can join a planning committee.

## FW: Policy Process Council - Policy Update

Kevin Gwaltney

Thu 8/2/2018 11:40 AM

To: Michael Fellows <jfellow1@kennesaw.edu>; Jennifer W. Purcell <jpurce10@kennesaw.edu>; Traci Redish <tredish@kennesaw.edu>; Matthew Hunnicutt <mhunn4@students.kennesaw.edu>; Linda Noble <lnoble@kennesaw.edu>; Teresa Johnston <tjohnst8@kennesaw.edu>;

Cc: Randall Kennedy <rkennedy@kennesaw.edu>; Barbara Gainey <bgainey@kennesaw.edu>; Masood Abdul Salam <mabduls1@students.kennesaw.edu>; Jeanne Bohannon <jbohan12@kennesaw.edu>; Ron Matson <rmatson@kennesaw.edu>; David Tatu <dtatu@kennesaw.edu>;

Leaders of Shared Governance and Administrative Bodies,

Item 6.11.6 of the KSU Motor Vehicle Operator Policy has been updated (<https://policy.kennesaw.edu/content/motor-vehicle-operator-policy>) to align with Georgia law regarding the use of cell phones while operating a vehicle.

Thank you and enjoy your day,

Kevin

Kevin P. Gwaltney, Ph.D.  
Director of Policy  
Associate Professor, Organic Chemistry

Kennesaw State University  
Office of Institutional Effectiveness  
1200 Chastain Road, MD# 00302  
Kennesaw, GA 30144

Email: [kgwaltney@kennesaw.edu](mailto:kgwaltney@kennesaw.edu)  
Phone: 470-578-6504  
FAX: 470-578-9137

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Policy Title	Motor Vehicle Operator Policy
Issue Date	February 14, 2018
Effective Date	April 11, 2018
Last Updated	July 31, 2018
Responsible Office	Insurance and Risk Management
Contact Information	Insurance and Risk Management Phone: 470-578-2599 Email: <a href="mailto:riskmanagement@kennesaw.edu">riskmanagement@kennesaw.edu</a>

### 1. Policy Purpose Statement

The Kennesaw State University (KSU or the University) Motor Vehicle Operator Policy ensures that all employees who drive vehicles on behalf of KSU have the appropriate documentation of a license to drive and operate the vehicle. The policy requires appropriate training based on the nature of the driving requirements associated with the employee's position.

### 2. Background

This policy governs the use of KSU-owned or -leased vehicles and personal vehicles when used for transporting employees, students, or guests by authorized KSU vehicle operators.

KSU employees may have work assignments that involve driving a vehicle to accomplish University business. To promote a safe work environment and reduce the number of motor vehicle accidents that occur on the job, KSU has established this Motor Vehicle Operator Policy, which sets driving qualification standards for KSU drivers and requires training and other appropriate action for employees who fall outside those standards.

The state of Georgia Department of Administrative Services (DOAS) sets forth requirements for all state agencies to follow regarding driver qualification programs. These requirements are outlined by DOAS as part of the Comprehensive Loss Control Program (CLCP) authorized under Senate Bill 425.

### 3. Scope (Who is Affected)

This policy applies to all KSU employees and KSU-qualified volunteers who operate a vehicle on University business, regardless of frequency of driving and ownership of the vehicle.

### 4. Exclusions or Exceptions

- 4.1 The only exclusions or exceptions are:
  - 4.1.1 KSU employees who do not possess a valid driver's license;
  - 4.1.2 KSU employees who will never operate a vehicle for University business of any kind due to license restrictions or other restrictions as approved by Risk Management and/or Human Resources.



### Healthy activities rewards chart

Employees and spouses covered on a USG healthcare plan can each earn up to a \$100 well-being credit for participating with **USG Well-being** programs! See how your healthy activities can add up, and get rewarded for living a healthy lifestyle.

HEALTHY ACTIVITY	WHAT YOU NEED TO DO	WELL-BEING CREDIT
<b>Health assessment</b>	Complete the health assessment.	\$50
<b>Activity tracking</b>	Track activity (to earn credit you must track at least 30 minutes of activity/day) for at least 30 days this year.	\$25
<b>Financial coaching</b>	Complete a financial coaching call or visit through Fidelity, TIAA or VALIC.	\$25
<b>Digital coaching</b>	Complete an online, self-directed well-being experience.	\$25 (\$50 max)
<b>Wellness coaching by phone</b>	<b>Kaiser members:</b> Enroll in a lifestyle coaching topic such as healthy eating, tobacco cessation, physical activity, stress management or weight management. <b>BCBSGa members:</b> Complete a health coaching phone call with a personal health consultant.	\$25 (\$50 max)
<b>Community events</b>	Participate or volunteer in events like a 5K run/walk or other local activities.	\$25
<b>Earn</b>		Up to \$100
<b>Total possible reward per family: \$200</b>		

The well-being credit is only available to employees and spouses covered on a USG healthcare plan and will be paid in November 2018. USG has partnered with RedBrick Health for the well-being services. Your health information is confidential and will not be shared with the USG. You may participate in the program all year, but you must complete activities by Sept. 30, 2018, and be a current employee at the time of payment to earn the well-being credit.

**Employees covered on a USG healthcare plan:** Visit [connect-benefits.usg.edu](http://connect-benefits.usg.edu).

Log on under **Manage My Benefits** and click on **Well-being**.

**Covered spouses:** [ourwellbeing.usg.edu](http://ourwellbeing.usg.edu)



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# USG Well-being: How to register

Visit [ourwellbeing.usg.edu](http://ourwellbeing.usg.edu) from your computer or any mobile device and click on **Activate your account to get started**.

*If you prefer, you can also log in without a username through the USG single sign on (SSO) process. Click the Go button or visit [connect-benefits.usg.edu](http://connect-benefits.usg.edu). Select Manage My Benefits and then click on Well-being.*

USG Employees  
You can also log in automatically via Single Sign On. Visit [connect-benefits.usg.edu](http://connect-benefits.usg.edu). Select Manage My Benefits and then click on Well-being.  
GO

Need help? Contact us  
833-724-4874  
Available today 8:00 a.m.-8:00 p.m. ET

Welcome  
Sign in with your username.  
This will be different from your USG login information. New user? Activate your account below.  
Username  
Password  
LOG IN  
Forgot your password?  
Forgot your username?  
Don't have a username?  
Activate your account to get started  
© 2018 RedBrick Health. All Rights Reserved.  
Privacy Policy

Activate Your Account  
Already registered? Log in.

Step 1 of 4  
Begin by entering your information.

First Name  
Last Name  
Birthdate

CANCEL NEXT

Need help now? Call 833-724-4874  
Help available today 8:00 a.m. to 8:00 p.m. ET

**Step 1:** Enter your first name, last name and date of birth exactly how it is on record with USG.

How shall we send your verification code?  
@ Email to \*\*\*\*\*@redbrickhealth.com  
CANCEL SEND CODE

A pop-up window will appear asking where to send your activation code. Click your email address and Send Code.

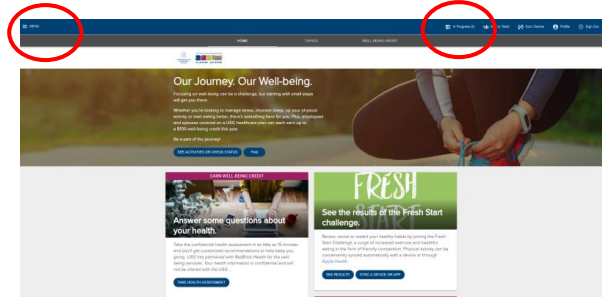
Hi US000218,  
We're emailing you because we received a request to activate your account. Here's your verification code: YMPXQ3  
If you didn't request to activate your account, please ignore this email.  
[Verify Account](#)  
All the best,  
RedBrick Health

In a few moments, you will receive an email with the confirmation code. You can enter the code in Step 2 or click Verify Account to skip to Step 3.

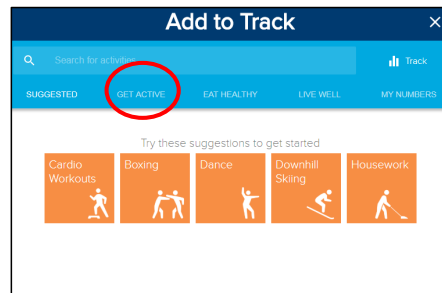
# How to track activity

The online tracking program encourages you to make physical activity part of your daily life—and earn part of your well-being credit. Use Track online from your computer or any mobile device. **You can only Track up to 30 days in the past, so be sure to log in and record your activity often!**

1. Log in to [ourwellbeing.usg.edu](http://ourwellbeing.usg.edu) (or through the USG Single Sign-on (SSO) process, select **Add to Track** from the left-hand menu or from the top right bar. **You can also sync with many wearable fitness devices and apps like Fitbit and MapMyFitness.**

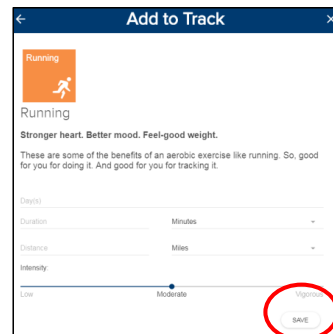


2. Click the **Track It** button in the upper right corner and a window will pop up. You can search for an activity or click the **GET ACTIVE** tab for a list of options.



3. Once you select an activity, an entry form will display. Enter the duration, intensity and date of the activity. Be sure to click **Save** at the bottom when complete. That's it! Your activity has been recorded.

**To earn \$25 toward your well-being credit, you must track at least 30 minutes of activity/day for at least 30 days before Sept. 30, 2018.**



UNIVERSITY SYSTEM OF GEORGIA  
Well-being

University System of Georgia Benefits





BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA

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ATLANTA, GEORGIA 30334

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CHANCELLOR@USG.EDU

August 16, 2018

Presidents  
University System of Georgia  
*sent via email*

Dear Presidents:

The purpose of this letter is to inform you of revisions made to Board Policy **8.2.18.2 Conflicts of Interest and Conflicts of Commitment** at Tuesday's meeting of the Board of Regents (BOR) of the University System of Georgia (USG).

Awareness of and compliance with this policy is important to our efforts to maintain an ethical culture. One incident of ethical violations is too many, and at too many campuses recently we have had multiple incidents due to lax management and deliberate acts. I expect you as president to model the appropriate behavior regarding ethical management and to hold all members of your campus to the highest standards of ethical conduct. Deliberate violations should be sanctioned, including termination. We will be discussing ethical management at the retreat and I expect each of you to play a prominent part in Ethics Awareness Week. Keeping the public trust is our top priority. Losing it makes it nearly impossible to carry out our core functions.

The enclosed summary provides additional detail and guidance. However, the key changes are:

- 1) USG employees involved with vendor selection, oversight, etc. may not also be employed or otherwise compensated by a USG vendor.
- 2) Outside activities for USG presidents and USO employees are approved by the Chancellor and institutional employee outside activities are approved by the respective president. Institutional presidents must first provide proposed outside activity approvals to USG legal and USG compliance and ethics for employees that either report directly to the president or have the rank of vice president or higher.
- 3) Full-time USG employees, to include 12-month faculty with administrative duties, must take annual leave if participating in compensated outside activities consistent with USG procedures governing annual leave.

Our priorities of degree attainment, affordability and efficiency are predicated upon preserving the public's trust and being good stewards of the resources entrusted to us. Attached as an Exhibit is a document that shows the policy revisions made, the effective, date and helpful information regarding this revised policy.

*"Creating A More Educated Georgia"*  
www.usg.edu