<p align="center">**January Faculty Senate Meeting Agenda**</p>

Faculty Senate Executive Committee Meeting: January 23th, 2017. 12:30 - 1:45 pm. KH 4427.
Full Senate Meeting: January 30th, 2017. 12:30 - 1:45 pm. Kennesaw Campus – University Rooms C-E (Carmichael Student Center).

<u>Old Business</u>

<u>New Business</u>

1. Approval of November [meeting minutes](#).

2. Comments from President Olens

3. Academic Program Coordination – Kevin Gwaltney

4. Free parking for faculty/staff on the Marietta campus – Ronnie Dunn

5. Non-voting OIE representation on the UPCC – Jorge Perez

6. Concerned Marietta English Faculty Members –Jeanne Bohannon and Nancy Reichart

7. Dissatisfaction with Faculty Senate: Membership resolution – Marianne Holdzkom

8. President's Transition Taskforce Update – Kathryn Bedette

    a. Review of strengths, weaknesses and redundancies
    b. Areas for improvement:
        i. administrative modernization
        ii. over-reliance on public funds
        iii. additional faculty
        iv. improve services and infrastructure

9. Any other business?

10. Motion to adjourn.

<u>Information</u>

1. WebLearners program and preferred first name – Elke Leeds

Academic Program Coordination

Kennesaw State University (KSU) assigns responsibility for program coordination to an academically qualified professional for each major in a degree program and, for some degrees where a major is not identified, each concentration or curriculum area for a degree program.

The academic program coordinator assures that the assigned degree program, concentration, or curricular area:

- contains essential curricular components, and
- has appropriate content and pedagogy.

To that end, the academic program coordinator:

- must be academically qualified to teach in and coordinate the assigned program,
- advises the department faculty and administrators about modifications to the program, and
- must ensure that approved curriculum changes are communicated to the academic unit that houses the program and to the relevant academic advisors.

Each academic program coordinator is appointed by the applicable supervisor (i.e., department chair, school director, or dean).

The bylaws of the hosting academic unit must list the curricular area(s) for which an academic program coordinator is assigned. The bylaws may enumerate additional responsibilities for an academic program coordinator based on the level and/or complexity of the academic program, and/or on duties assigned by the supervisor(s). The Graduate College, in consultation with the Graduate Policy and Curriculum Committee (GPCC) and the Graduate Council, defines the qualifications and expectations of the University's Graduate Program Coordinators.

Each supervisor ensures that the academic program coordinator name and qualifications for each applicable program in the unit is up-to-date in the appropriate electronic system.

Memo
To: Faculty Senate
From: Concerned Marietta English Faculty Members
Re: Faculty Support Office
Date: January 16, 2017

Feedback and the Faculty Support Office on the Marietta Campus

Background

According to the Kennesaw Online Directory, the FSO is located in J333 (an information sheet from the FSO to the English Department places the office in J305, the correct office location) of the Atrium Building on the Marietta campus. The phone number for the office is 470-578-7442. According to a faculty guide put out by the First-Year Seminar Department, the email address is fsomarietta@kennesaw.edu.

The office is overseen by Dr. Julie Newell, Special Assistant to the Provost and Professor of Interdisciplinary Studies. She is a member of the Office of the Provost and Vice President of Academic Affairs. The FSO is staffed by Ms. Leesa Hay, Administrative Associate II. Ms. Alda Wood, Administrative Associate II, supports Dr. Julie Newell's office and provides some support to the FSO as well.

I did not find a website for the FSO so most of this information comes from the handout the FSO sent to the English Department. In many ways the Faculty Support Office (FSO) on the Marietta Campus is a unique entity. The office serves as a designated space for part-time faculty, full-time lecturers, and tenured-track faculty who teach on the Marietta campus but whose home office is on the Kennesaw campus. Currently this means offering support to faculty in the following colleges:

- The Coles College of Business
- The College of the Arts
- The College of the Humanities and Social Sciences
- The University College
- The WellStar College of Heath and Human Services

According to the handout, the FSO provides the following services:

- Offers logistical support to faculty
- Reserves meeting/conference rooms for cross-campus Departmental meetings and helps arrange AV support
- Shares use of a standard Ricoh copier/scanner/fax machine
- Shares workstations with a few desks, computers, and phone, faculty and student private conference rooms
- Provides basic office supplies limited to (pens, pencils, highlighters, sharpies, white board markers and erasers, note pads, post-its, paper clips, staples, binder clips, manila folders)
- The office does **not** supply Ink Cartridges for Office Printers, Paper for Office Printers,

Colored Paper, Calendars, Desktop Organizers, Binders, Staplers, Staple Removers, Tape Dispensers, or Scantrons

My calculations indicate that this spring the FSO will serves around 90 faculty members across the colleges, with most of the support going to CHSS. The English Department alone teaches 51 different sections of courses on the Marietta campus. Over 3000 students will be taught by teachers who use the FSO this spring. Please see the appendix for a breakdown of my research.

The Concern

While we understand that the FSO office operates mainly to ensure we have some supplies and work spaces, we are concerned that there is no way to provide anonymous feedback concerning how well the office meets our needs. We understand that Dr. Newell is not an administrator who works with curriculum or bylaws and that does make her different from most of the other academic administrators at her level. However, for those of us who teach only on the Marietta campus, we will use the FSO 20 times as often as we will use our home departments on the Kennesaw campus. I personally stopped by the Kennesaw English Department Office about five or six times this past fall. What follows are some of the questions we have about the way this office currently operates and the importance of providing faculty with opportunities for supplying anonymous feedback.

- Those of us using the FSO will teach over 3,000 students in Spring 2017. Shouldn't there be some basic support mechanisms in place for these students on the Marietta campus? We're thinking of emergency student support, helping students find classrooms, reporting missing teachers—things that students should be able to do on the same campus as the class that's being held. Information can then be relayed to the proper departments on the Kennesaw campus.
- What logistics does the office supply other than those that are named? Leesa has helped me obtain meeting rooms, she has placed notices of absences on classroom doors for me, she has tried to locate a mobile white board when it went missing, and she has looked up cost information concerning items such as white boards for me. What other types of services does she provide?
- Why isn't there a website that spells out the location of the office and the services provided?
- Many of us teach only on the Marietta campus. Because driving nearly 20 miles for a stapler is ridiculous, Molly Brodak, our campus liaison for the English Department, brought supplies that aren't provided by the FSO to the Marietta campus. Why isn't there a way to place these supplies in the FSO office? Perhaps in locked cabinets for each College/Department?
- Who ensures the classrooms are in proper order? The home departments on the other campus or the FSO? We have had items go missing or we have used Computer Science classrooms that don't offer the same technology as other classrooms we typically use offer, or we could possibly share a classroom with professors whose home bases are on the Kennesaw campus. Does the FSO play any role in classroom upkeep or how do these things get negotiated?

We do not believe that the administrative assistants in the offices or Dr. Newell are purposefully neglecting opportunities to be of service. We simply believe that there are gaps in the system

and that we should have the opportunity to evaluate the services we're being provided in order to identify the gaps and help faculty and students as much as possible.

Our Proposal

Clearly the office is meant to act as an academic support unit since it operates out of the Provost's office. It is our contention that all faculty members who use the office in a given year should be provided with an opportunity to provide anonymous feedback concerning office administration just as they do annually with other layers of administration. Of concern is that most faculty members who use the FSO are lecturers and part-time faculty who may feel uneasy about providing feedback that is not anonymous.

Given that Dr. Newell is **not** responsible for providing the same services that a department chair or a college dean provides, we would like to suggest that the feedback tool should **not** be parallel to those used for chairs and deans. We suggest that instead a Qualtrics feedback tool be created that assesses the duties that need to be covered in order to create an FSO that fully meets the needs of the many faculty members who use it.

Conclusion

The number of faculty that use the FSO is similar to the number of faculty in many academic departments. The FSO falls under the guidance of the Provost which makes it an academic unit. Thus, any evaluation or feedback tool would be in line with those used for other academic administrators. Given that the Faculty Senate helps to determine which academic offices are evaluated, we ask that the Faculty Senate begins the process for determining an appropriate means for providing feedback to the administrator in charge of running the FSO. Finally, we ask that FSO faculty have the opportunity to provide input into the tool developed for this purpose.

Appendix

We pulled the following information on course sections, faculty, and student numbers from the dynamic bulletin.

Art in Society: 1 section, 1 faculty member, 70 students
Human Communication: 2, 2, 269
Foundations of Criminal Justice: 1, 1, 28
Department of First-Year and Transition Studies, KSU freshman seminar: 3, 3, 66
English Composition I: 5, 3, 117
English Composition II: 38 sections, 27 teachers, over 600
Gen Ed Literature: 16 section 8 teachers around 500
Intro to German: 1, 1, 20
World History: 7, 4, 281
US History: 6, ,3, 302
American Government: 8, 6, 335
Global Issues: 1, 1, 50
Intro to Psychology: 4, 2, 139
Religion: 1, 1, 20
Sociology: 2, 1, 67

Spanish: 1, 1, 15
Science Tech and Soc: 4, 2, 158
Theater in Society: 1,1, 25
Economics: 6, 2, 457

Resolution on Faculty Senate Membership

The Department of History and Philosophy expresses its sincere concern regarding the Senate response to the recent appointment of the university president. The Faculty Senate is the voice of the university faculty. In some departments, the duties and responsibilities of senators seem to be deemed "low level" service often relegated to junior or non-tenured faculty. This threatens shared governance at Kennesaw State University and limits the effectiveness of the Faculty Senate. Senators should be knowledgeable about faculty and university affairs and should regularly consult with department faculty before making a decision. Faculty Senators should be active participants in decision making at all Senate meetings. In Annual Performance Review this service should be documented as noteworthy and valuable service to the department and the university. Most importantly, senators should feel free to express their opinions and concerns freely and without fear of repercussion. For these reasons, the Department of History and Philosophy resolves that all Faculty Senators should be tenured faculty, except in the case that no member of the teaching faculty in a department is tenured. The Department requests that KSU Faculty Senate amend language in section 3.1.1 of the University Handbook to read that "Eligibility to serve as the department's senator is restricted to the full-time *tenured* ~~tenure track, non tenure track, and temporary~~ faculty of the department, excluding the department chair, *except in the case that no member of the teaching faculty in a department is tenured."*

Web Learners Phase Out Spring 2017

Why? - Poor RPG tracking of online majors (impacts advising. Enterprise data, & award outcomes)

How it will work:
Student campus code of 'W' will be used to designate students in fully online programs.

Students with the "W" designation will continue to have priority registration & Fee waivers

Existing WebLearners were automatically converted to the W code

Students in online majors that do not have a corresponding on-campus version have also automatically been given the "W" code.

During the admissions process, undergraduate and graduate students will be able to choose a traditional or online major. Those who chose an online major will be designated as online students with the "W" code.

Current KSU students wishing to enter or exit an online program may use the Owl Express major change portal to do this.

Students entering an online program may select a program from a list of approved fully online programs. If a student is switching from a traditional major to the fully online version of that major, no change in catalog year or curriculum will occur.

Because all students in online programs will have the "W" code, once the new system is full implemented we will be able to track the number of majors in each online program as well as track data related to RPG.

One down side to the Web Learners phase out is that the online student orientation will no longer be mandatory. The DLC is currently revising the orientation and will soon post it on the learnonline.kennesaw.edu website. Online programs may make the orientation mandatory for their majors.

Search [____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

000561291 Bryce K. Payton
Fall Semester 2016
Jan 20, 2017 06:13 pm

Final Grade Worksheet

IMPORTANT ATTENDANCE VERIFICATION AND GRADE ENTRY INSTRUCTIONS:

Federal regulations governing the disbursement of financial aid require institutions to verify student attendance in class. Institutions are also required to record the last date of attendance for students who stop attending class. To comply with Federal regulations, faculty should adhere to these Attendance Verification Procedures at the time of final grade submission each semester.

- Enter grade code
- Enter "Last Attend Date" (last known date of academically-related activity -- i.e., exam, test, assignments, etc.) for students who stopped attending prior to the last day of class. If the last date of attendance or class participation is unknown, faculty should leave this field blank.

NOTE: You must click the "submit" button for each page or your changes will not be saved.
If the word "Confidential" appears next to a student's name, information is to be kept confidential.

Course Information

Foundations of EE - EE 1000 01	
CRN:	80872
Students Registered:	70

Please submit the grades often. There is a 60 minute time limit starting at 06:13 pm on Jan 20, 2017 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number
1	Doe, John N.	700234567	2.000	**Web Registered** Aug 15, 2016	None	N		129
2	Miller, Robert T.	700123456	2.000	**Web Registered** Jul 21, 2016	None	N		99

Search [____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

000561291 Bryce K. Payton
Fall Semester 2016
Jan 20, 2017 11:27 pm

Final Grade Worksheet

IMPORTANT ATTENDANCE VERIFICATION AND GRADE ENTRY INSTRUCTIONS:

Federal regulations governing the disbursement of financial aid require institutions to verify student attendance in class. Institutions are also required to record the last date of attendance for students who stop attending class. To comply with Federal regulations, faculty should adhere to these Attendance Verification Procedures at the time of final grade submission each semester.

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NOTE: You must click the "submit" button for each page or your changes will not be saved.
If the word "Confidential" appears next to a student's name, information is to be kept confidential.

Course Information

Directed Study - EE 4400 02	
CRN:	85825
Students Registered:	2

Please submit the grades often. There is a 60 minute time limit starting at 11:27 pm on Jan 20, 2017 for this page.

Final Grades

Record Number	Student Name	Preferred First Name	NETID	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number
1	Doe, John A.		jdoe98	700234567	1.000	**Web Registered** Aug 15, 2016	None	N		2
2	Miller, Robert D. Bob		rmill234	700123456	1.000	**Web Registered** Mar 29, 2016	None	N		1