KENNESAW STATE UNIVERSITY ®

February 2019 Faculty Senate Meeting Agenda
Faculty Senate Meeting: Monday, Feb 11th 12:30-1:45pm Marietta Ballroom A-B

I. **Call to Order**
    A. Welcome – Dr. Jennifer Purcell
    B. President's Update – President Pamela Whitten
    C. Provost's Update – Interim Provost Ron Matson

II. **Approval of the Agenda**

III. **Approval of Minutes**

IV. **Reports**

V. **Old Business**

VI. **New Business**
    D. Policy Council Updates – Dr. Kevin Gwaltney
    E. Information Technology Advisory Committee (ITAC) – Dr. Heather Abbott-Lyon
    F. Student Technology Fee Advisory Committee (STFAC) – Cheryl Hassman
    G. University Event Funding – Jamie Fernandes, Michael Rothlisberger, Zachary Kerns
    H. Faculty Workload Handbook Language Proposal – Dr. Ron Matson

VII. **Informational Items**
    I. Proposed KSU Space Prioritization Procedure

VIII. **Announcements**

IX. **Adjournment**

Kennesaw State University
Policy: EU General Data Protection Regulation Compliance Policy
KSU Policy Category: Information Technology

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Policy Title	EU General Data Protection Regulation Compliance Policy
Issue Date	May 25, 2018
Effective Date	May 25, 2018
Last Updated	
Responsible Office	Legal Affairs, and Office of Chief Information Officer (CIO) and Vice President of Information Technology
Contact Information	Office of the CIO / Office of Cybersecurity Phone: 470-578-6620 Email: ocs@kennesaw.edu

1. Policy Purpose Statement

Kennesaw State University (KSU) has a lawful basis to responsibly collect, process, use, and/or maintain the confidential personal data of its students, employees, applicants, research subjects, and others involved in its educational, research, and community programs. The European Union General Data Protection Regulation (EU GDPR) imposes obligations on entities, like Kennesaw State University, that collect or process confidential personal data about people in the European Union (EU). This policy describes Kennesaw State University's data protection strategy to comply with the EU GDPR.

2. Background

The EU GDPR came into force on May 25th, 2018. Among other things, the EU GDPR requires Kennesaw State University to: a) be transparent about the confidential personal data it collects or processes and the uses it makes of any confidential personal data; b) keep track of all uses and disclosures it makes of confidential personal data; and c) appropriately secure confidential personal data.

3. Scope

Any KSU department or individual collecting or processing confidential personal data of a covered individual, anyone located in the EU. The EU GDPR applies to the confidential personal data Kennesaw State University collects or processes about anyone located in the EU, regardless of whether they are a citizen or permanent resident of an EU country.

4. Exclusions or Exceptions

Kennesaw State University has a lawful basis to collect and process confidential personal data. Most of Kennesaw State University's collection and processing of confidential personal data will fall under the following categories.
   a) Processing is necessary for the purposes of the legitimate interests pursued by Kennesaw State University or by a contracted third party.

    b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

    c) Processing is necessary for compliance with a legal obligation to which Kennesaw State University is subject.

    d) The data subject has given consent to the processing of that individual's confidential personal data for one or more specific purposes.

There will be some instances where the collection and processing of confidential personal data will be pursuant to other lawful bases.

5. Definitions and Acronyms

Collect or Process Data: Collection, storage, recording, organizing, structuring, adaptation or alteration, consultation, use, retrieval, disclosure by transmission/dissemination or otherwise making data available, alignment or combination, restriction, or erasure or destruction of confidential personal data, whether or not by automated means.

Consent: Consent of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of confidential personal data relating to him or her. Under the EU GDPR:

    a) Consent must be a demonstrable, clear affirmative action;

    b) Consent can be withdrawn by the data subject at any time and must be as easy to withdraw consent as it is to give consent;

    c) Consent cannot be by silence, a pre-ticked box, or inaction;

    d) Consent should not be regarded as freely given if the data subject has no genuine or free choice, or is unable to refuse or withdraw consent without detriment;

    e) Request for consent must be presented clearly and in plain language; and

    f) Record regarding how and when consent was given must be maintained.

Controller: The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of confidential personal data.

Kennesaw State University Unit: A Kennesaw State University college, school, office, or department.

Identified or Identifiable Person: An identified or identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, psychological, genetic, mental, economic, cultural, or social identity of that person. Examples of identifiers include, but are not limited to, name, photo, email address, identification number, such as KSU identification, KSU account (e.g., NetID), or physical address or other location data.

Lawful Basis: Processing of confidential personal data shall be lawful only if and to the extent that at least one of the following applies.

    a) The data subject has given consent to the processing of that individual's confidential personal data for one or more specific purposes;

    b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

   c) Processing is necessary for compliance with a legal obligation to which the controller is subject;
   d) Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
   e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and/or
   f) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by contracted third party.

Legitimate Interest: Processing of confidential personal data is lawful if such processing is necessary for the legitimate business purposes of the data controller/processor, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of confidential personal data.

Processor: A natural or legal person, public authority, agency, or other body who processes personal data on behalf of the controller.

Confidential Personal Data: Special categories of information related to an identified or identifiable person that require consent by the data subject before collecting or processing are:
   a) Racial or ethnic origin;
   b) Political opinions;
   c) Religious or philosophical beliefs;
   d) Trade union membership;
   e) Genetic, biometric data for the purposes of uniquely identifying a natural person;
   f) Health data; and
   g) Data concerning a person's sex life or sexual orientation.

6. Policy

KSU will obtain consent before it collects or processes such confidential personal data. Data collected or processed by Kennesaw State University shall be:
   a) Processed lawfully, fairly, and in a transparent manner;
   b) Collected for specified, explicit, and legitimate purposes, and not further processed in a manner that is inconsistent with these purposes;
   c) Limited to what is necessary in relation to the purposes for which they are collected and processed;
   d) Accurate and kept up-to-date;
   e) Retained only as long as necessary in alignment with university retention and disposition standards; and
   f) Secured to industry best practices and standards.

7. Associated Policies/Regulations

   a. USG BOR Records Retention guidelines: All data at KSU shall be kept in compliance with the BOR policy.
   b. Kennesaw State University's Privacy Notice: KSU's Privacy Notice to data subjects must specify the lawful basis to collect or process confidential personal data. A link to the KSU Privacy Notice is available on the footer of all KSU websites.

8. Procedures associated with this policy

a. Security of Confidential Personal Data: All confidential personal data collected or processed by any Kennesaw State University Unit under the scope of this policy must comply with the security controls, and systems and process required by the Kennesaw State University Data Security Policy

b. Breach Notification: Any KSU Unit that suspects that a breach or disclosure of confidential personal data has occurred must immediately notify the KSU Office of Cybersecurity via a service ticket.

9. **Forms associated with this policy**

a. EU GDPR Legitimate Interest Form
b. EU GDPR Model Consent Form

10. **Violations**

Any individual wishing to make a complaint or exercise their rights under this policy may do so by submitting a Service Request with the Office of Cybersecurity.

11. **Review Schedule**

The Office of Cybersecurity and Legal Affairs will review the EU General Data Protection Regulation Compliance Policy annually.

Existing University Handbook Language (pages 45 and 46)

Information Technology Advisory Committee, ITAC (permanent) – assigned to the Faculty Senate and advisory to the Faculty Senate and the Vice President for Operations

 a. Purpose: The purpose of the ITAC Committee is to advise the chief information officer on planning and policy issues concerning use of information technology, increase/facilitate communication between the CIO and IT users, and provide support for the teaching mission at KSU through appropriate use of technology to improve learning. All members of the faculty, staff, students, and administration of KSU who have an interest in information technology are invited to join one of the three subcommittees (i.e., Academic Subcommittee, Administrative Subcommittee, and Student Subcommittee). The three subcommittees will meet four times a year, twice during fall semester, and twice during spring semester.

 b. Membership of the Executive Committee:
  1. TF 10: one representative from each degree-granting college, with IT background/interest;
  2. CETL Fellow;
  3. AD/SF 4: one administrator or staff member elected from each of the following units: business and finance, student affairs, advancement and development, and academic affairs;
  4. SD 4: four students elected by the Student Government Association.
  5. Ex officio (nonvoting):
   i. CIO;
   ii. any other members of University Information Technology Services

 c. Meetings: The executive committee of ITAC will meet monthly from August through May (with the exception of December).

 d. Term: 2 years

Proposed University Handbook Language (changes highlighted in yellow)

Information Technology Advisory Committee, ITAC (permanent) – assigned to the Faculty Senate and advisory to the Faculty Senate ~~and the Vice President for Operations~~

 a. Purpose: The purpose of the ITAC Committee is to: 1) facilitate dialogue between the Office of the CIO, the Faculty Senate, the colleges and the operational units of the University, 2) provide a forum for students, faculty and staff to make recommendations concerning access and use of information technology, and 3) provide feedback about new applications, operating system upgrades, instructional technologies and respective deployments. ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.

 b. Membership of the Full Committee:
  1. Membership shall include
   i. TF: one representative from each college, with IT background/interest;

      ii.   AD/SF: ==one administrator or staff member with IT background/interest will be appointed for each operational unit including Academic Affairs, Student Enrollment/Registrar, University Development, Center for Excellence in Teaching and Learning, Student Affairs, Distance Learning Center, and Office of the Chief Business Officer==;

     iii. SD: four ==undergraduate== students selected by the Student Government Association ==and two graduate students selected by the Graduate Student Association;==

     iv. Ex officio (nonvoting):
        i. CIO;
       ii. any other members of University Information Technology Services.

2. ==Meetings: The full committee of ITAC will meet at least twice per semester during the academic year (August through May).==

3. Term: 2 years

c. Membership of the Executive Committee:

1. ==Membership shall include==
     i. ==Chair==
     ii. ==Vice-Chair==
    iii. ==Secretary==
    iv. Ex officio (nonvoting) = CIO;

2. Meetings: The executive committee of ITAC will meet monthly from August through May (with the exception of December).

3. ==Term: 1 year, renewable up to 3 consecutive terms==

INFORMATION TECHNOLOGY ADVISORY COMMITTEE (ITAC)
By-Laws

January 2019

Information Technology Advisory Committee

A. Purpose:

~~The~~ ITAC is a University standing advisory committee. As such, the committee:

1. Facilitates dialogue between the Office of the CIO, the Faculty Senate, the colleges and the operational units of the University.

2. Provides a forum for students, faculty and staff to make recommendations concerning access and use of information technology.

3. Provides feedback about new applications, operating system upgrades, instructional technologies and respective deployments.

B. Membership:

1. Voting Members:
   a. Teaching Faculty: One representative from each college, with the selection method determined by the Dean of the college. The member shall have a background or interest in IT.

   b. Administrative Staff: One administrator or staff member with IT background or interest will be appointed for the operational units of Fiscal Affairs; Curriculum; Enrollment Services; Center for Excellence in Teaching and Learning; Technology Enhanced Learning; Museums, Archives and Rare Books; Academic Advising; Global Affairs; University Development; and Office of the Chief Business Officer.

   c. Undergraduate Students: Four undergraduate students with an interest in IT, selected by the SGA. Two student representatives shall be from the Kennesaw campus and two students shall be from the Marietta campus.

   d. Graduate Students: Two graduate students with an interest in IT, selected by the GSA. One graduate student representative shall be from the Kennesaw campus and one graduate student shall be from the Marietta campus.

   Voting Members of the ITAC shall serve staggered terms, so that approximately one-half of the membership is selected each year. Undergraduate and Graduate Student members shall serve one-year terms. If a Voting Member is unable to attend a meeting, either in person or by video conference, the Voting Member shall appoint a proxy from their area to represent them and vote in their place.

2. Ex Officio Membership:
   The Chief Information Officer (CIO), University Information Technology Services (UITS) Executive Leadership and any other administrators who provide technology support to the university. These individuals are nonvoting members.

C. Elections and Duties of Officers:
   1. Election of Officers
      a. The Chair
         i. Shall be elected from the voting membership of the committee at the first last meeting in the fall spring.
         ii. Shall serve a one-year term and may not serve more than three consecutive terms
      b. The Vice Chair
         i. Shall be elected from the voting membership of the committee at the

~~first~~ last meeting in the ~~fall~~ spring ~~or at the meeting following the promotion of the current vice chair to chair.~~

    ii. Shall serve a one-year term or the remainder of a term and may not serve more than three consecutive terms.

  c. Recording Secretary

    i. Shall be determined by the committee at the first meeting in the fall and does not need to be a Voting Member. This position can be filled by ~~either be elected, appointed, or another process selected by the Chair may be used to fill this position~~ election or appointment by the Chair.

2. Duties of Officers

  a. The Chair

    i. Shall call and preside at all meetings.

    ii. Shall request items for the agenda from ITAC members and shall draw up and circulate an agenda at least 2 days in advance of each monthly or special meeting.

    iii. May participate in debate as any other member but should not do so while presiding over the meeting.

    iv. May vote as any other member of the committee when the voting is by ballot. In all other cases the presiding officer can (but is not obligated to) vote whenever his/her vote will affect the result-that is, s/he can vote either to break or to cause a tie; or in a case where a two-thirds vote is required, s/he can vote either to cause or to block the attainment of the necessary two thirds.

  b. The Vice Chair

    i. Shall call and preside at all meetings in the absence of the Chair, and assume all responsibilities of the Chair as detailed in Section C.2.a upon absence or resignation of the chair.

    ii. ~~Shall draw up and circulate an agenda at least 5 days in advance of each monthly or special meeting in the absence of the Chair.~~

    iii. ~~May participate in debate as any other member but should not do so while presiding over the meeting~~

    iv. ~~When not presiding over the meeting, may vote as any other member. When presiding, may vote as any other member of the committee when the voting is by ballot. In all other cases the presiding officer can (but is not obligated to) vote whenever his vote will affect the result-that is, he can vote either to break or to cause a tie; or in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds.~~

    v. ~~Will replace the chair and assume all responsibilities of the chair upon the resignation of the current chair.~~

  c. Recording Secretary

    i. Will record the minutes of each meeting.

    ii. Will distribute the minutes to each member of ITAC for review and approval by voting members.

    iii. Will post the agenda and approved minutes of each ITAC meeting to a common forum.

D. Operations:
   1. Meetings
      ~~In January of 2015, KSU formally consolidated with SPSU. With regard to IT operations, updating of software and hardware, etc. on both campuses, UITS is currently operating under a two year critical path as established through the consolidation process and approved by the Consolidation Implementation Committee (CIC). During this two year time frame, the~~
      a. The Executive Committee of ITAC, consisting of the officers, will meet monthly from August through May (with the exception of December).
         i. The schedule for the remaining ~~three~~ meetings during that academic year shall be set at the first meeting.
         ii. Additional meetings may be called as needed and shall follow the same procedures for notice and agenda as regular meetings.
      b. The full ITAC will meet at least twice per semester during the academic year (August through May).
      c. The Office of the CIO will make available the option to attend and participate in the ITAC meetings via an online conferencing program. Information and instructions will be sent from the Office of the CIO prior to each meeting. Voting members shall notify the Chairperson, Vice Chairperson, and Secretary of their intent to attend the meeting by an online conferencing program.
         i. All floor procedures will follow Robert's Rules of Order, in its latest edition, and it shall be considered authoritative for all questions of parliamentary procedure.

   2. Minutes
      a. The minutes of the ITAC meetings shall be distributed~~, via email,~~ to all committee members for comment and correction.
      b. The committee members shall convey ~~all committee members~~ their comments and corrections within 5 business days.
      c. The Recording Secretary shall distribute~~, via email,~~ the final copy of the minutes for approval by the Voting Members. The Voting Members shall indicate their approval within 5 business days.
      d. The Recording Secretary shall post a copy of the final minutes to the KSU ITAC site and provide a copy to the KSU Archives.

   3. Working Committees and Subcommittees
      a. The ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.
      b. Membership of these committees and subcommittees can include any members of the ITAC and any members of the KSU community who have an interest in the outcome and choose to be a part of the committee's work.
      c. A status report or minutes from any subcommittee meeting must be presented to the full ITAC committee at each of its meetings.

   4. Reviewing and Amending ITAC Bylaws
      a. ~~Changes to the bylaws must be approved by a 2/3rds vote of the voting members.~~

a. In the fall of academic year 2022-2023, these Bylaws shall be reviewed, re-evaluated, and if necessary revised to meet the needs of the Committee and University.
b. Proposed changes to the Bylaws must be approved by a two-thirds vote of the voting members.
c. Proposed changes will be submitted to the Faculty Senate for their discussion and approval.

Record of Modifications

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1   Purpose of the Student Technology Fee Advisory Committee

The Student Technology Fee Advisory Committee (STFAC) is responsible for recommendations pertaining to the Student Technology Fee expenditures and other relevant student technology issues. The Student Government Association, Faculty Senate and the Chairs and Directors Assembly endorsed the addition of the Student Technology Fee Advisory Committee in 2018.

2   Overview

The chair of the committee submits recommendations to the Chief Information Officer and/or Provost to ensure funds are allocated appropriately. The focus shall be on university-wide benefits for all students, not proportional allocation by unit or interests areas. Initiatives funded by the student technology fees should reflect the areas of need and priorities identified in the overall university technology strategic plan. Technology Fee revenues may be used for any purpose within University System of Georgia Technology Fee Policies that provide direct benefits to students.

 The Student Technology Fee Advisory Committee adheres to the principles set forth by the Board of Regents Technology Fee Guidelines and is as follows:

- Technology fee revenues should be used primarily for the direct benefit of the students to assist them in meeting the educational objectives of their academic programs.
- Technology fee revenue should be used to assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft Office product suites for the discipline-specific software.
- Technology fee revenues should be used for the hardware and network-related expenditures that include support of the classroom and computer labs used by students for their academic endeavors and discipline-related activities.
- Technology fee revenues may be used for training of students.
- Technology fee revenues may be used to leverage other funds where appropriate.
- Technology fee revenues may be used – with caution – for new staffing that is either temporary or ongoing and that provides direct benefits to student.

Lower priority uses of technology fee revenues include development of software packages, acquisition of one-of-a-kind software or hardware products for faculty use in student training.

In almost no cases should technology fee revenues be used for administrative software or software implementation (such as BANNER), administrative hardware, research equipment, non-networkable specialized scientific equipment, space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives.

In addition to hardware, software and support concerns, policies and procedures are of utmost importance in creating a sound, reliable and secure technology environment. The committee will function

to bring concerns and suggestions forward, propose policy and/or procedure items and provide guidance on technology topics that influence the student body.

3 The Committee

3.1 INTRODUCTION

The committee will be responsible for recommendations pertaining to the Student Technology Fee and other relevant student technology issues. Per University System of Georgia policy, membership shall include a minimum of 50% student representation. Initiatives funded by the student technology fees should reflect the areas of need and priorities identified in the overall university technology strategic plan. Periodic review of the technology fee expenditures should be performed at the executive level of the university to ensure that, over time, funds are allocated in the most appropriate areas. The focus shall be on university-wide benefits for all students, not proportional allocation by unit or interests areas. Technology Fee revenues may be used for any purpose within University System of Georgia Technology Fee Policies that provide direct benefits to students.

Committee Composition

3.1.1 MEMBERSHIP

Whenever possible members shall serve two year staggered terms to ensure continuity in membership. Students may serve additional terms.

3.1.2 STUDENT MEMBERS

Nominations for student members will be requested from the Student Government Association, any established technology advisory group, a member of the STFAC and the President. Nominations for membership may either come from the process listed above or may be nominated through an open call for nominations. Nominated student members will be submitted to the SGA, who will select four student members from those students who have obtained a recommendation. A single member may represent more than one constituency as long as the student representation does not fall below 50%.

3.1.3   FACULTY MEMBERS

Nominations for three faculty members will be requested from the Faculty Senate. The faculty members of the STFAC shall be the current faculty members at KSU. Nominations for one Chair or Director representative will be requested from the Chairs and Directors Assembly.

COMMITTEE MEMBER REMOVAL

Any committee member, with the exception of ex-officio members, may be removed from this committee for violation of these policies, Kennesaw State University (KSU) Student Code of Conduct, University Honor Code, Board of Regent's Policy or failure to attend two consecutive meetings without prior written notice. Any member of the Student Technology Fee Advisory Committee may initiate the removal process. To present the case of removal, the Advisory Committee shall move into a Special Session under Robert's Rules of Order with the committee chair to preside over the Special Session. If the chair is under review for removal, the advisory committee will elect a temporary chair to preside over the meeting. The CIO will present the case for removal to the committee. A two thirds (2/3) vote shall remove the member of the Student Technology Fee Advisory Committee.

Any member of the Student Technology Fee Advisory Committee placed under review for removal shall have the following rights:

- A letter containing the Case of Removal and Special Session date of the removal hearings one week prior to the hearings.
- The right to resign before the removal trial begins.
- The right to witnesses on his/her behalf and cross-examine witnesses.
- The right to counsel who must be a member in good standing of the Student Technology Fee Advisory Committee.
- The right to remain silent with no guilt implied by said silence.

3.1.4   COMMITTEE CHAIR

Every other year, committee members will elect a committee chair at the last meeting of the academic year. The chair will serve a two-year term. In the event that the chair resigns before the end of their term, the committee will elect a replacement from the membership to complete the term. The chair is responsible for establishing the meeting agenda. The chair has the authority to establish subcommittees or working groups to complete projects. The chair may serve additional terms.

3.1.5   CHIEF INFORMATION OFFICER (CIO)

The committee shall make recommendations to the Chief Information Officer for review and implementation. The CIO shall facilitate the meetings of the committee and arrange for administrative support for all committee activities. The CIO shall be an ex-officio member of the committee.

3.1.6   STUDENT GOVERNMENT ASSOCIATION (SGA) PRESIDENT

The STFAC should work closely with the Student Government Association (SGA) to establish policy recommendations. The SGA President shall be an ex-officio member of the committee. The CIO will provide periodic updates to the SGA and will seek input from the SGA President on matters that pertain to the student body.

3.2   STUDENT TECHNOLOGY FEE STRUCTURE

3.2.1   OVERVIEW

The Student Technology Fee shall be a mandatory fee and charged each semester to all KSU students. The Student Technology Fee is a component of the overall KSU Budget Request.

3.2.2   ANNUAL FEE REQUEST

During the Fall semester, the CIO will bring a fee request to STFAC. After evaluation of the proposal, the STFAC may recommend the fee request. The CIO will present the STF request to the Budget Office for the KSU Mandatory Fee Committee. The CIO attends the Mandatory Fee Committee meetings. If approved, the fee will be submitted in the KSU Budget Request to the University System of Georgia. If an increase is approved by the USG, the fee will go into effect fall semester of the next fiscal year.

Budget & Expenditures

3.2.3   BUDGETING PROCEDURES

During the spring semester, the CIO shall determine, in consultation with the Budget Office, the estimated revenue to be generated by the technology fee in the next fiscal year. A budget equal to 95% of the amount shall be allocated for purchases and activities from the proposed initiative for the following year. Expenditures shall begin after July 1 in anticipation of the fall semester. After final enrollment statistics for the spring semester are available, the revised budget figure shall be used for purchasing. The Student Technology Fee is exempt from Fiscal Year restrictions. Any funds remaining at the end of the fiscal year shall be rolled to the following year. When funds are carried over, the committee will recommend the funds for a major initiative or proposed project.

Meeting Term	Tasks
Fall	Welcome New Members
	Review previous fiscal year budget
	Review current fiscal year budget and three year projection
	Review request process
	Establish goals and meeting calendar
	Discuss Fee Request (in consultation with CIO)
Early Spring	Send out call for committee member nominations
	Proposal review
Late Spring	Review next fiscal year budget (prepared by CIO) and make recommendations
	Finalize committee membership for following year
	Additional meetings can be called on an as needed basis

3.2.4   BUDGET REPORTS

The CIO shall present a budget report detailing expenditures and progress on budget goals in all scheduled meetings.

3.2.5   PURCHASING AND EXPENDITURE PROCEDURES

All expenditures shall follow current KSU, USG and State of Georgia purchasing policies and guidelines.

3.2.6   ALLOCATION PRIORITIES

Technology fee proposals and funded projects should plan for long-term maintenance of hardware and software acquisitions. That is, any proposal that provides for purchase of hardware or software should include consideration of or provisions for ongoing support in the form of staff, ongoing maintenance contracts and/or supplies.

3.2.6.1   Line Item Budgeting

Some budgetary items are placed on the annual budget as a line item. This means that every year an allocated portion of the budget is set aside for that item. An item can be added to the line item budget through a proposal process. Procedures for soliciting proposals shall be established by the committee.

3.2.6.2   Special Funding Request

The committee may consider special requests for funding and recommend such requests to the CIO. Requests should follow the Board of Regents Technology Fee Guidelines.

Priority will be given to requests that:

- Directly benefit students
- Assist students in meeting their educational objectives
- Benefit broad groups of students or the entire student population instead of specific students or groups of students
- Combine funding with funding from other sources

The Special Funding Request form and instructions may be found on the website: stf.kennesaw.edu. Requests must be submitted to the Chair and CIO prior to committee review.

3.2.7   ELECTRONIC VOTING

In circumstances when student membership falls below 50% or if the committee feels they need additional student input on a motion, the motion may be amended to allow for an electronic vote of the full committee. The process of an electronic vote requires an email to be sent to all members of the committee. The email must contain the full motion, any documentation, recap of committee discussion and a deadline to cast their vote. After the deadline, all votes are tallied and presented to the chairs. Documentation of the votes is maintained in the archives.

3.2.8 AUDIT

Technology fees and their uses must be accounted for separately from other technology revenues and expenditures. Documentation of technology fee revenues, allocation decisions made by the committee, purchasing documents, and documents showing the transfer of equipment in those cases where equipment has been reallocated must be maintained to provide a clear history of technology fee expenditures and allocations. The Office of the CIO will be responsible for providing the required documentation and archives.

Advisory Function

The STFAC shall act in an advisory role to the CIO for technology concerns relevant to students. Any member of the committee or the SGA may submit a request to the CIO or committee chair to present items for consideration by the committee. Any recommendations for campus policy will be submitted to either the SGA or the Chief Information Officer for consideration. Recommendations endorsed by the CIO will be reviewed with the STFAC and SGA. Approved policy recommendations will be forwarded by the CIO to the appropriate University Senate committee for consideration.

4 Amendment to Procedures

An amendment to these procedures may be proposed by any STFAC member. Proposed amendments from non-committee members should be submitted to the chair or CIO.

The proposed amendment must be distributed to all members two weeks before a regularly scheduled meeting. After this time, a vote of the STFAC will determine to pass or not pass the proposed amendment. The proposed amendment must be approved by a two-thirds (2/3) vote of the STFAC in order to have the amendment enacted.

Timeline		
February	March	April
Release Procedures and Request form to Campus	Requests for Spring 19 and FY2020 submitted by **March 22nd**	Committee meets to review requests. Decisions released.

Event Funding Approval

Requesting Department

Schedule Event → Signature Event? — Maybe → Is Event for Spring 2019 or FY2020 — FY2020 → Complete FY2020 →

- Signature Event? — No → Submit through existing process
- Is Event for Spring 2019 or FY2020 — Spring 2019 → Submit request through EMS

Event & Venue Mgt (EVM)

Review Request and finalize quote → Send quote to Jamie Fernandes

Send Funding decision to requesting department → Will Event be funded out of University account? → Pay for Event → Submit Invoices to Fiscal Affairs

Will Event be funded out of University account? → Existing Process for payment

Submit Invoices to Fiscal Affairs → Move funds into EVM account

Fiscal Affairs

Is the request >10K? — No → Determine funding availability → Send Funding Decision to EVM

Event Funding Committee

Review Funding Request information → Make final decision regarding events that will receive university funding

Event Funding Approval

Requesting Department

Complete FY2020 Signature Event Funding Request form

Event & Venue Mgt (EVM)

Review request form and work with requesting department to complete EMS Quote → Update Request Inventory with quote → Send Signature Event Funding Request Inventory to Fiscal Affairs

Communicate Funding Decision to Requesting Department → Payment process (Page 1 highlighted in Orange)

Fiscal Affairs

Review Signature Event Funding Request Inventory and available funding → Take Inventory and Available funding information to Event Funding Committee Meeting

Send final decision back to EVM

Event Funding Committee

Review Inventory and Funding information → Make final decision regarding events that will receive university funding

2.2. Workload Model for Teaching Faculty

The purpose of this model is to provide a common vocabulary to describe the varied work faculty members do as well as an agreed framework for discussions of that work. The model establishes some core standards, for instance that a typical semester-long, three-credit course ordinarily represents 10% of faculty effort for the academic year, and that all faculty must allocate at least 10% of their time to professional service activities essential to the life of the institution. The model also requires that each department establish, in writing, appropriate class sizes (equating to the 10% teaching effort) for the various courses taught; and, equivalencies for non-standard faculty activities (e.g., supervision of significant student research), be formally negotiated and incorporated into the faculty assessment process. Likewise, disciplines with writing-intensive courses, laboratory courses, studio and field experiences, etc., or with unusually heavy supervising and mentoring responsibilities, shall establish teaching load equivalencies through the shared governance process on the basis of this model. The model does not dictate, or even favor, any particular mix of activities. That mix is for individual faculty members and their chairs to agree upon (with their dean's approval) based on institutional needs and KSU's shared governance process. But the application of the model's core standards and the common vocabulary across campus should enable KSU to distribute faculty work more wisely and fairly, to assess it more accurately, and to reward it more appropriately. In order to ensure this distribution, the **norms for** workload effort expected in the area of teaching, scholarship/creative activity, and service for the typical tenure- track/tenured teaching faculty are 60%, 30%, and 10% respectively. Workload adjustments are made from these **norms**. ~~Faculty who are not meeting expectations on one workload model will be placed on a different model.~~ Faculty for whom a different model would be more appropriate will collaborate with their chair/director in the selection of that model. A faculty member's strengths, interests, and past three years' annual reviews, will serve as the primary guide to the selection of the model.

The Workload Model and Shared Governance:

Each department and college will establish flexible guidelines as to expectations of faculty members in the following three faculty performance areas:

- Teaching;
- Scholarship and Creative Activity (S/CA); and
- Professional Service.

These guidelines, as well as the individual Faculty Performance agreements negotiated under them, will be established through KSU's shared governance process by bodies and officers detailed in the University Handbook under "Shared Governance." Given that department review guidelines are most discipline- specific and are approved by deans and the Provost as consistent with college and university standards, department guidelines are understood to be the primary basis for P&T decisions. As with other faculty- focused KSU policy documents, amendments to the University's Workload Model are made by administrators and Faculty Senate working consultatively through the shared governance processes outlined in the University Handbook.

The Workload Model and Faculty Performance Agreement (See also KSU Faculty Handbook Section

3.2 - Overview of Faculty Responsibilities.)

Each individual faculty member shall divide his/her professional efforts among the three faculty performance areas noted. That division of effort will be reflected in a Faculty Performance Agreement (FPA) between the individual faculty member and the University (see KSU Faculty Handbook Section 3.12). Negotiation of individual FPAs allows for diversity across colleges and departments and, within departments, among individual faculty members. Colleges and departments, in consultation with faculty stakeholders, determine which FPA combinations best suit their college and departmental objectives.

FPAs may change from year to year and even from semester to semester as needs and opportunities change. Consistent with the University's culture of shared governance, the details of an individual FPA are worked out in consultation between the chair and the faculty member and are subject to final approval by the dean. ~~Faculty who are not meeting expectations on one workload model will be **placed on** a different model better utilizing their capabilities and fitting department/college needs.~~ Faculty for whom a different model would be more appropriate will collaborate with their chair/director in the selection of that model. A faculty member's strengths, interests, and past three years' annual reviews, will serve as the primary guide to the selection of the model.
  If the faculty member and the chair cannot reach agreement on the FPA, the dean will make the final determination.

Instructional Responsibilities

Illustrative Example of the Workload Model

Some examples of possible FPA workload combinations appear below. The **norm for** workload effort expected in the area of teaching, scholarship/creative activity, and service for the typical tenure-track/tenured teaching faculty is 60%, 30% and 10% respectively. The examples reflect various percentages of effort in the three faculty performance areas. The examples given are merely illustrative. Individual FPAs can vary almost infinitely, as agreed by the faculty member and chair and as approved by the dean.

Some Illustrative Workload Examples*

*Actual FPA percentages for each faculty member will be negotiated with the department chair as part of annual review.

Teaching Emphasis	Workload
4-4 course load Teaching	80
S/CA	10

Teaching – Scholarship/Creative Activity Balance*

3-3 course load Teaching 60

S/CA 30

Service 10

Total 100

***Baseline Norm expectations for tenure-track/tenured teaching faculty**

Teaching – Service Balance

3-3 course load Teaching 60

S/CA 10

Service 30

Total 100

Teaching – Scholarship - Service Balance

3-3 course load Teaching 60

S/CA 20

Service 20

Total 100

Scholarship/Creativity Activity Emphasis

2-2 course load Teaching 40

S/CA 50

Service 10

Total 100

Administration Emphasis

Service 70

S/CA 10

Teaching... 20

Total 100

3.3. Basic Categories of Faculty Performance

The basic categories of faculty performance at KSU are teaching, scholarship and creative activity, and professional service. The Faculty Performance Agreement delineates the relative emphasis of an individual faculty member's activities in these three areas. The typical faculty member will focus his or her work in the specific areas that reflect their knowledge and expertise in advancing the University's mission. In all cases evaluation of faculty performance will be based on evidence of the quality and significance (see KSU Faculty Handbook Section 3.4) of the individual faculty member's scholarly accomplishments in his or her respective areas of emphasis. ~~Faculty who are not meeting expectations on one workload model will be placed on a different model.~~ Faculty for whom a different model would be more appropriate will collaborate with their chair/director in the selection of that model. A faculty member's strengths, interests, and past three years' annual reviews, will serve as the primary guide to the selection of the model.

A. Teaching

This category of faculty performance refers to a wide variety of instructional activities that engage faculty peers and others to facilitate student learning. Teaching also includes activities such as mentoring, advising, and supervision. The **norm for** workload effort expected in the area of teaching for the typical tenure-track/tenured teaching faculty is 60%. By definition, scholarly teachers (see KSU Faculty Handbook Section 3.4) demonstrate mastery of the current knowledge and methodology of their discipline(s). Teaching effectiveness at KSU will be assessed and evaluated not only from the perspective of the teacher's pedagogical intentions but also from the perspective of student learning. Such assessment may employ multiple methods, including a variety of classroom techniques. Instruments to assess student perceptions of their own learning should not be the sole means but may be used in conjunction with other instruments. Depending on the faculty member's situational context, evaluation of teaching and curricular contributions will not be limited to classroom activities but will also focus on the quality and significance of a faculty member's contributions to larger communities. Examples include curricular development, community-engaged teaching practices, program assessment, student mentoring and supervision, public lectures and workshops, teaching abroad and international exchange, and academic advising.

In addition to documenting teaching effectiveness in terms of student learning, faculty should provide other measures of teaching effectiveness, such as some, but not necessarily all, of the following: teaching awards, evidence of handling diverse and challenging teaching assignments, securing grants for curriculum development or teaching techniques, accomplishments involving community-engaged pedagogy, peer observations, and contributions to the achievement of departmental teaching-related goals.

B. Scholarship and Creative Activity

Scholarship and creative activity at KSU is broadly defined in the institution's mission statement as a wide array of activities that contribute to the advancement of knowledge, understanding, application, problem solving, aesthetics, and pedagogy in the communities served by the University. The **norm for**

Scholarship and Creative

Activity will include a broad array of scholarship with the expectation that in order for something to be considered scholarship it must meet the expectations of scholarship as established by the department, school, or college. These professional activities become recognized accomplishments when the work exhibits the use of appropriate and rigorous methods, is formally shared with others, and is subject to informed critique and review (peer-review). Documentation and evaluation of accomplishments in scholarship and creative activity will focus on the quality and significance of the work. Merely listing individual tasks and projects does not address quality and significance. Faculty members are encouraged to disseminate their best teaching practices to appropriate audiences and to subject their work to critical review.

College and departmental guidelines must identify the specific criteria for determining quality and significance of scholarship and creative activity appropriate to that college's and department's disciplines and scholarly contexts.

Accomplishments will be judged in the context of their use of current knowledge, their impact on peers and communities who are stakeholders in the processes, and the products of the scholarship and creative activities. In evaluating scholarship, faculty members are expected to demonstrate the quality and significance of the faculty member's accomplishments.

In certain fields such as writing, literature, performing arts, fine arts, architecture, graphic design, cinema, and broadcast media or related fields, distinguished creation should receive consideration equivalent to that accorded to distinction attained in more traditional areas of research. In evaluating artistic creativity, an attempt should be made to determine the quality and significance of the faculty member's accomplishments. Criteria such as originality, scope, richness, depth of creative expression, and recognition by peers may be used to evaluate quality and significance. In disciplines such as music or drama performance, conducting, directing, design, choreography, etc., are evidence of a candidate's creativity.

Contributions to the development of collaborative, interdisciplinary, cross-institutional, international, or community-engaged research programs are highly valued. Documenting collaborative research might involve evidence of individual contributions (e.g., quality of work, completion of assigned responsibilities), work facilitating the successful participation of others (e.g., skills in teamwork, group problem-solving), and/or the development of sustained partnerships that involve the mutually beneficial exchange of knowledge and resources. KSU recognizes publishing in pedagogical journals or making educationally focused presentations at disciplinary and inter-disciplinary gatherings that advance the scholarship of teaching and curricular innovation or practice.

C. Professional Service

Professional service involves the application of a faculty member's academic and professional skills and knowledge to the completion of tasks that benefit the University, the community, or the profession.

Professional service includes service to the department, school, college, university, profession and community. The service activity must be related to a person's status as a faculty member. For example, faculty members might draw on their professional expertise to engage in a wide array of scholarly service to the governance and professionally related service activities of the department, college, or university.

Service is a vital part of faculty governance and to the operation of the University. Evidence of the quality and significance of institutional service can support promotion and tenure. Governance and professionally related service create an environment that supports scholarly excellence and the achievement of the University's mission. Administrative faculty are encouraged to engage in service activities such as faculty development, fundraising, fiscal management, personnel management, and public relations. Whatever the individual's relative emphasis in the performance areas, all faculty members are expected to devote at least 10% of their time to professional service activities, that are essential to the life of the institution (See KSU Faculty Handbook Section 2.2). That is, the **norm for workload effort expected in the area of service for the typical tenure-track/tenured teaching faculty is 10% (120 hours/year).**

Scholarly service to communities external to the University is highly valued and frequently enhances teaching, scholarship, and creative activity. Service to the community should be related to the faculty member's discipline or role at the University. For example, a faculty member might engage in professionally related service to a community agency, support or enhance economic development for the region, provide technical assistance, or facilitate organizational development. Likewise, some scholarly service activities might rely on a faculty member's academic or professional expertise to serve their discipline or an interdisciplinary field. This type of service might also include developing linkages with partner institutions both locally and globally.

In all types of professional service, documentation and evaluation of scholarly service will focus on quality and significance rather than on a plain recitation of tasks and projects. Documentation of the products or outcomes of professional service should be provided by the faculty member and considered as evidence for the evaluation of his or her accomplishments. Documentation should be sufficient to outline a faculty member's agreed-upon responsibilities and to support an evaluation of effectiveness.

Faculty will be expected to explain and document the quality and significance of their service roles. The faculty member should provide measures of his or her role such as:

- an explanation of the scholarly work involved in the service role;
- copies of minutes, number of hours met;
- copies of products developed;
- measures of the impact or outcome of the service role; and/or
- an explanation of the unique contribution of leadership roles or recognition by others of contributions.

Those in administrative roles should demonstrate the quality and significance of their leadership and administration, especially how effectively they foster the requisite fiscal, physical, interpersonal,

intercultural, international, and intellectual environment (e.g., improving the quality and significance of scholarship or service in their unit). In sum, administrative faculty act as leaders by assisting colleagues in their unit to achieve and surpass university, college, and departmental goals in teaching, scholarship and creative activity, and professional service.

3.4. **Evaluation of the Quality and Significance of Faculty Scholarly Accomplishments**

A. Definitions of Scholarly Activity and Scholarship

"Scholarly" is an umbrella term used to apply to faculty work in all performance areas. Scholarly is an adjective used to describe the processes that faculty should use within each area. In this context, scholarly refers to a cyclical process that is deliberate and intentional, systematic and planned, measured and evaluated, revised and rethought. Scholarship is also a noun used to describe tangible outcomes of the scholarly processes. This tangible product is disseminated in appropriate professional venues relating to the performance area. In the process of dissemination, the product becomes open to critique and evaluation. What follows is a description of how faculty work in each performance area might be scholarly and could result in scholarship.

While the professional activities of faculty vary, every faculty member is expected to demonstrate scholarly activity in all performance areas, as described below. Furthermore, tenure-track faculty members must produce scholarship in at least one of their performance area(s) of emphasis. The **norm for** workload effort expected in the area of scholarship for the typical tenure-track/tenured teaching faculty is 30**%. The minimum acceptable for tenure and/or promotion is 20%.** The performance area(s) with scholarship expectations must be agreed upon by the faculty member and the faculty member's supervisor. In other words, although faculty members are expected to engage in scholarly activity in all the performance areas identified in their FPA, they are not expected to produce scholarship in all areas. Evaluation of all scholarly accomplishments and scholarship will be based on evidence of the quality and significance of the work. KSU's scholarly and scholarship expectations support the Board of Regents policy (BoR Policy Manual 8.3.15), Enhancing Teaching and Learning in K-12 Schools and USG Institutions.

Examples of Scholarly Accomplishments in Teaching

Scholarly teachers plan their class activities in order to ascertain outcome data regarding student learning. Faculty members typically revise their courses from semester to semester; the scholarly faculty member makes these revisions deliberately and systematically assesses the effect of the revisions on students' learning. The following semester, the scholarly faculty member makes more revisions based on the previous semester's outcomes if such revisions are warranted. Professional development activities such as attending workshops and conferences related to teaching are examples of scholarly accomplishments in teaching. This process can result in scholarship when the faculty member makes these processes and outcomes public and subject to appropriate review.

Examples of Scholarly Accomplishments in Scholarship and Creative Activity

Scholarly researchers and artists approach their scholarship and creative activity in a systematic and intentional manner. They have clear goals and plans for their work.

Such faculty engage in programmatic scholarship and creativity as opposed to random, haphazard scholarship and creative activities that have less chance of building a substantial body of work.

Researchers and creative artists transform their work into scholarship when the work is formally shared with others, exhibits the use of appropriate and rigorous methods, and is subject to informed critique and review, including the usual process of peer review and publication, showcasing, or presentations. Professional development activities such as attending workshops and conferences related to scholarship and creative activity would be an example of scholarly accomplishments, but not necessarily scholarship, in this area.

Examples of Scholarly Accomplishments in Professional Service

Faculty members who perform scholarly professional service use their knowledge and expertise in a service opportunity to the University, the community, or their profession. Appropriate documentation of scholarly service describes the role of the faculty member in each service activity, how he or she uses their expertise in the role, and clearly demonstrates the outcome or impact of the service activity. Reports of service lack a scholarly dimension when they merely list committee assignments, provide no evidence of the nature of activities or results, provide evidence of outcomes but no evidence of the individual's role, have no review by others, or provide no evidence of how the service work is consistent with professional development or goals. Although all professional service may not be scholarly, faculty should document the quality and significance of all service activities. Scholarly service can move toward scholarship as it meets some or all of the following criteria:

1. the service is documented as intellectual work
2. there is evidence of significance and impact from multiple sources
3. there is evidence of individual contributions
4. there is evidence of leadership
5. there is dissemination through peer-reviewed publications or presentations
6. there is dissemination to peers, clients, the public, patients, etc.
7. there is peer review of the professional service.

Faculty members who are in administrative positions often provide oversight to initiatives that strengthen and enhance the mission of their unit. Building innovative programs, policies, and procedures can require scholarly investigations (e.g., research or literature reviews) and can lead to outcomes and products that are shared at professional meetings or in professional publications. For example, a department chair might develop a mentoring program in his or her department that is shared in professional meetings or publications and becomes nationally recognized.

B. Quality and Significance

Quality and significance are the primary criteria for evaluating faculty performance. Quality and significance of scholarly work are over-arching, integrative concepts that apply equally to all areas of faculty performance. A consistently high quality of scholarly work, and its promise for future exemplary scholarly work, is more important than the quantity of the work done. The criteria for evaluating the quality and significance of scholarly accomplishments include the following:

Clarity and Relevance of Goals

Faculty members should clearly define the goals of scholarly work in their respective areas of emphasis and the relevance of their scholarly work to their Faculty Performance Agreement. Clarity of purpose and relevance of goals provide a critical context for documenting and evaluating scholarly work.

Mastery of Existing Knowledge

Faculty members must be well-prepared and knowledgeable about developments in the relevant context of their scholarly activity. The ability to educate others, conduct meaningful scholarship, produce creative works, and provide high quality assistance through professional service depends upon mastering existing knowledge and background information. Faculty members should use appropriate techniques, methods, and resources in their scholarly work.

Effectiveness of Communication

Faculty members should communicate effectively with their audiences and subject their ideas to critical inquiry and independent review.

Significance of Results

Faculty members should demonstrate the extent to which they achieve their expressed goals and to which their scholarly accomplishment(s) may have had significant professional impact. Customarily in the academy, such significance might be confirmed by various credible sources (e.g., academic peers, community participants, or other experts), as well as by published documents such as reviews, citations, acknowledgments, or professional correspondence regarding one's work.

Consistently Ethical Behavior

Faculty members shall conduct their work with honesty, integrity, and objectivity. They shall foster a respectful relationship with students, community participants, colleagues, and others who participate in or benefit from their work. Faculty members shall uphold recognized standards for academic integrity (see also KSU Faculty Handbook Section 2.13).