



Faculty Senate Executive Committee Meeting: September 21st, 2020 (12:30 PM – 1:45 PM)
Faculty Senate Meeting: October 5th, 2020 (12:30 PM – 1:45 PM)

Agenda

Opening Remarks

1. Welcome – Humayun Zafar
 - a. **Online Faculty Senate Meeting Expectations**
 - i. Please complete the attendance survey (link in the chat window) if you are a senator or a guest.
 - ii. Voting will be carried out electronically (link will be available in the chat window) and will be tracked. **Please only vote if you are a senator.** A non-senator voting will result in an immediate permanent ban from the faculty senate.
 - iii. Use the “Raise your hand” feature in order to be recognized.
 - iv. As we move forward with our senate meetings, the FSEC has heard from its members and agrees on the need to hold to correct parliamentary procedure. Motions will be preferred over discussion items so that we typically have action items on the floor. We would like to point out that there will be less time in our meetings used to announce our business items, so it will be more important than even to be familiar with all documents pertaining to our meeting.

To further promote discussion, the president of the faculty senate will begin by calling for dissenting opinions. If there are no dissenting voices, we will be able to call for a vote directly and increase efficiency in our meetings.
 - b. Parliamentarian nominee – Jeff Yunek
2. Message from Dr. Whitten
3. Message from Dr. Schwaig

Old Business

4. GEC Curriculum Committee – Anissa Vega, Brendan Callahan, and Trina Queen
5. Plus/Minus Grading System – Cristen Dutcher
6. UITS updates – Veronica Trammell and Jaime Fulsang

Consent Agenda

7. Short-term Military Absence Policy – Anissa Vega and Richard Sisk
8. Handbook Section 3.12A change – Ron Matson
9. Cross-level and cross-discipline motions – Doug Moodie

New Business

10. Approval of minutes (August 31st, 2020 meeting)
11. USG PTR Resolution – Heather Pincock
12. The Collins Corner
 - a. Covid-19 motion
 - b. Compression plan motion
13. Extending pay raise to previously promoted faculty motion – Todd Harper
14. Senate time issue – James Gambrell and Heather Pincock

Informational Items

15. New Associate VP for Student Affairs and Dean of Students – Ronald Briggs
16. Faculty Senate By-laws Revision Sub-Committee Members: Randy Stuart and Jennifer Purcell

General Education Taskforce Committee

Brendan Callahan, BCOE (Co-chair)

Trina Queen, CHSS (Co-chair)

Context and problem

- Current committee makeup is one representative per discipline or one representative per college
- Based on principle that general education outcomes were assessed by course.
- Problem: Are there possible configurations to the General Education Council that would better serve the needs of Kennesaw State University?

Process

- Taskforce committee was originally charged with presenting three distinct models to Faculty Senate.
- Taskforce weighed the advantages and disadvantages of three models
 - Executive Committee Model
 - Equal College Representation Model
 - Proportional Representation Model
- Taskforce charge was amended to have the taskforce make a single recommendation to Faculty Senate.

Preferred: Executive Committee Model

- Executive committee comprised of one voting member per undergraduate-serving college.
- Larger advisory group would include one representative per department teaching general education courses.
- Large colleges are encouraged to have their own meetings between executive committee member and advisory members.

General Education Taskforce Report to the Faculty Senate

Report Outline

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Members of the taskforce

Brendan Callahan (BCOE, Co-chair), Trina Queen (CHSS, Co-chair), Renee Butler (Engineering), Kris DuRocher (Executive Director), Brian Etheridge (Honors), Monica Gerda (HHS), Tim Mathews (Coles), Chao Mei (CSE), Peter Pittman (Architecture), Bruce Thomas (CSM), Nirmal Trivedi (UC), Edward Eanes (COTA)

Introduction and context

The General Education Council (GEC) currently consists of one representative from each discipline offering a general education course at Kennesaw State University, and one representative from each college that does not offer general education courses. The current purpose of the GEC is to serve as an advisory board in areas of curriculum, assessment, and accreditation. The current model of the GEC is based on the principle that general education outcomes were assessed by course, therefore a representative from each discipline was needed to communicate assessment results and outcomes to the group as a whole.

This taskforce was commissioned by the KSU Faculty Senate to determine possible changes to the makeup of the GEC. The taskforce is charged with developing three potential models for the GEC to the Faculty Senate. During the course of the taskforce discussions, the State of Georgia’s BOR General Education Revision Implementation Committee has released their draft of the General Education Curriculum to the Board of Regents for review and approval. The taskforce sees this development as a confounding factor in the work that we are currently doing.

The taskforce is presenting two guiding questions with possible models for Faculty Senate review.

3.12.2020

Current Model:

General Education Council, GEC (permanent) - assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum

- a. Purpose: The General Education Council serves as an advocate for and facilitator of the general education program on the KSU campus. It is the voice that speaks for the general education program, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective general education program. The council is advisory and submits proposals to the UPCC.
- b. Membership: The council is chaired by the Faculty Director of General Education. General education coordinators are those faculty/administrators who coordinate general education activities in their respective departments and function as liaisons between those departments and the council.
 - i. TF 25: one general education coordinator from each discipline represented in the core: anthropology; art and design; molecular and cellular biology; ecology, evolution, and organismal biology; chemistry; communication; composition; criminal justice; dance; economics; foreign languages; geography; history; interdisciplinary studies; leadership and integrative studies; literature; mathematics; music; philosophy; physics; political science; psychology; sociology; statistics; and theatre and performance studies.
 - ii. The coordinator of WELL 1000.
 - iii. A director from the Department of First-Year Programs (either the Director of the First-Year Seminar or the Director for Learning Communities).
 - iv. One representative from the Bagwell College of Education.
 - v. One representative from the Southern Polytechnic College of Engineering and Engineering Technology.
 - vi. One representative from the College of Architecture and Construction Management.
 - vii. One representative from the College of Computing and Software Engineering.
 - viii. One representative from the Honors College.
- c. Term: 2 years

3.12.2020

Option 1: Executive Committee Model

This model creates an executive committee comprised of one voting member per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee. The larger advisory group would include one representative per department teaching general education courses. Members of the advisory group can make recommendations and offer advice to their executive committee representatives. Larger colleges would be encouraged to have their own meetings between advisory members and the executive committee member to ensure appropriate communication between GEC and administrators, faculty, and staff in the college.

Proposed Handbook changes for this model:

General Education Council, GEC (permanent) - assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum. The GEC meets monthly on the third Tuesday of each month during the academic year at 12:30-2:00 pm.

Purpose: The GEC is a faculty driven student focused council. The primary goals of the GEC are to (1) develop and maintain a unified, integrated, and effective general education program; (2) ensure alignment with BOR policies as well as KSU policies and mission; (3) identify and align the learning outcomes of core curriculum courses; (4) determine whether courses fit into the core curriculum; (5) communicate with administration, faculty, and staff regarding core curriculum and general education; and (6) serve as a resource to the KSU community

- a. **The council is advisory to the faculty Senate.**
- b. **Membership: The council is chaired by the Faculty Director of General Education. Members are faculty/faculty administrators.**
- c. **Voting GEC Membership: Voting membership is comprised of one voting member per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee.**
- d. **Non-Voting GEC Membership: An advisory non-voting membership would include one representative per department teaching general education courses. Members of the advisory group advise their executive committee representatives. Colleges are encouraged to have their own meetings between advisory members and the executive committee member to ensure appropriate communication between GEC and administrators, faculty, and staff in the college.**
- e. **Non-Voting Advisory Members:**
 - Faculty Director of General Education**
 - Associate Vice Present for Curriculum**
 - Curriculum Support Office Representative**
 - SGA Representative**
 - CDA Representative**
 - Advising Representative**

Term: 3 years, member may serve 2 consecutive terms, but must take at least 1 term off before serving again

3.12.2020

Option 2: College Representation

Each undergraduate-serving college will have a choice of selecting a minimum of one and a maximum of two representatives on the General Education Council.

Proposed Handbook changes for this model:

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Purpose: The GEC is a faculty driven student focused council. The primary goals of the GEC are to (1) develop and maintain a unified, integrated, and effective general education program; (2) ensure alignment with BOR policies as well as KSU policies and mission; (3) identify and align the learning outcomes of core curriculum courses; (4) determine whether courses fit into the core curriculum; (5) communicate with administration, faculty, and staff regarding core curriculum and general education; and (6) serve as a resource to the KSU community

- a. **The council is advisory to the faculty Senate.**
- b. **Voting GEC Membership: Voting membership is comprised of a minimum of one and a maximum of two representatives on the General Education Council from each undergraduate-serving college.**
- c. **Non-Voting Advisory Members:**
 - Faculty Director of General Education**
 - Associate Vice Present for Curriculum**
 - Curriculum Support Office Representative**
 - SGA Representative**
 - CDA Representative**
 - Advising Representative**
- d. **Term: 3 years, member may serve 2 consecutive terms, but must take at least 1 term off before serving again**

3.12.2020

Option 3: Proportional Representation

Within a proportional structure, the total number of council members could be determined first, and then the proportional representation of each college would follow. The number of Council members will be thirty, with a minimum of one and a maximum of six representatives from each undergraduate-serving college, based on the enrollment of students in bachelor's programs by college, as reported in the annual factbook (<https://ir.kennesaw.edu/fact-book-majors-enrollment.php>).

Proposed Handbook changes for this model:

General Education Council, GEC (permanent) - assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum. The GEC meets monthly on the third Tuesday of each month during the academic year at 12:30-2:00 pm.

Purpose: The GEC is a faculty driven student focused council. The primary goals of the GEC are to (1) develop and maintain a unified, integrated, and effective general education program; (2) ensure alignment with BOR policies as well as KSU policies and mission; (3) identify and align the learning outcomes of core curriculum courses; (4) determine whether courses fit into the core curriculum; (5) communicate with administration, faculty, and staff regarding core curriculum and general education; and (6) serve as a resource to the KSU community

d. **The council is advisory to the faculty Senate.**

Voting GEC Membership: There will be thirty voting council members. Each undergraduate-serving college will have a minimum of one and a maximum of six representatives. The number of representatives over one will be proportional based off of the enrollment of students in bachelor's programs by college, as reported in the annual factbook (<https://ir.kennesaw.edu/fact-book-majors-enrollment.php>).

Faculty Director of General Education

Associate Vice Present for Curriculum

Curriculum Support Office Representative

SGA Representative

CDA Representative

Advising Representative

e. Term: 3 years, member may serve 2 consecutive terms, but must take at least 1 term off before serving again

Advantages and disadvantages of each model

These models raise the question of the influence of different colleges on the core curriculum and general education. Should larger colleges have greater say in the core curriculum than smaller colleges? Should colleges currently invested in general education have greater say than colleges not as invested currently? These are not easy questions, and the taskforce raises the issues for the Faculty Senate to deliberate. We suspect that answering these questions will lead the Faculty Senate to their preferred model.

Option 1: Executive Committee Model

Voting GEC Membership: Voting membership is comprised of one voting member per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee. Non-Voting GEC Membership: An advisory non-voting membership would include one representative per department teaching general education courses. Members of the advisory group advise their executive committee representatives. Colleges are encouraged to have their own meetings between advisory members and the executive committee member to ensure appropriate communication between GEC and administrators, faculty, and staff in the college

Table 1: Advantages and disadvantages to Option 1

Advantages	Disadvantages
Model provides equal voting representation and a stronger voice from departments that teach general education courses.	Limits the voting representation of disciplines currently teaching general education courses.

Option Two: College Representation

Voting GEC Membership: Voting membership is comprised of a minimum of one and a maximum of two representatives on the General Education Council from each undergraduate-serving college.

Table 2: Advantages and disadvantages to Option 2

Advantages	Disadvantages
Model provides equal representation across the campus irrespective of whether the disciplines teach general education courses.	
The model limits the voice of the disciplines currently teaching general education courses.	The model limits the voice of the disciplines currently teaching general education courses.
Decisions would reflect equal representation, but disciplines could call on experts in general education areas	The model requires colleges to speak on behalf of multiple unrelated disciplines
The model focuses on majors as consumers of general education courses which could lead to broader inclusion of more disciplines in general education.	The model inflates the voice of small colleges and diminishes the voice of larger colleges.
The model detaches general education from department and course ownership	Model places large burden on mediators to resolve disagreements, especially if an even number end up in the group.

Option Three: Proportional model

Within the proportional model, there are a variety of options. The current General Education Council is based on a proportional model of one representative per discipline in the core curriculum, with one representative from colleges without courses in the core. The use of the term “discipline” means that there are some departments with multiple representatives on the council. One suggestion during the discussions was to change the makeup of the council from one representative per discipline to one representative per department, which would both decrease the influence of some departments and reduce the overall number of the council. One form discussed by the committee was a model with one voting member of the committee for each college, with ten additional voting members of the committee determined by general education enrollments.

Table 2: Advantages and disadvantages to the proportional model

3.12.2020

Advantages	Disadvantages
The proposed model allows for more equal representation across campus than the current model while also providing a stronger voice for those who teach general education courses.	The proposed model would require periodic revision based on the general education courses being offered or by student enrollments.
	The proposed model requires colleges to speak on behalf of multiple unrelated disciplines
	The proportional models favors course and department ownership over general education
Current model provides greater representation by the disciplines currently teaching general education courses.	Current model that favors greater representation by disciplines currently teaching general education courses may stifle innovation and competition from other disciplines.
Current proportional model allows for more discipline specific representation	The current model limits representation of those colleges not teaching general education courses.
	The current model may limit faculty investment in general education

Guiding Question: Should we retain the current GEC makeup in place for 2020-2021?

As the taskforce is working to determine possible models for the GEC makeup, one recurring theme was the volume of work required to become compliant with the new General Education Curriculum model to be implemented in fall 2022. We anticipate a large workload as current general education courses are revised to be compliant with the new guidelines. One possibility is to retain the current structure of the GEC for the next academic year, while retaining the current taskforce makeup as an executive committee

Plus/Minus Grading System Motion:

The KSU Faculty Senate requests that our President and Provost petition the University System of Georgia for KSU to use the following Plus/Minus Grading System. All faculty will be required to use Plus/Minus Grading, but the assignment of grades will be at each instructor's discretion (i.e. in each course, instructors define what grades are in A+ range, A range, A- range, etc.). KSU will not use this system in the calculation of the HOPE Scholarship GPA.

KSU Grading System	
Grade	GPA
A+	4.30
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00



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IT CONNECT

KSU Service Desk



The KSU Service Desk is always ready to assist the KSU community with their technology needs.

KSU Service Desk:

(faculty/staff)

service@kennesaw.edu

or

470-578-6999

(students)

studenthelpdesk@kennesaw.edu

470-578-3555



MICROSOFT TEAMS CAN MEET YOUR NEEDS

Have you explored Microsoft Teams yet?

When you do, you'll find a place to connect with coworkers, hold meetings, share content, and so much more. This powerful tool can keep you productive while on the go as well. The Teams app allows for the same functionality as your laptop or desktop, on a mobile device. If you haven't explored all that Microsoft Teams can do, check it out today! This platform is rapidly changing to meet the needs of a remote worldwide workforce.

TECHNOLOGY SUPPORT ON YOUR SCHEUDLE

You likely already know how incredibly helpful calling 470-578-6999 or emailing service@kennesaw.edu can be when you have a technical issue.

If your support needs happen after hours, when the KSU Service Desk is closed, did you know there are additional resources to help?

Explore the UITS Documentation Center at

uits.kennesaw.edu/cdoc for regularly updated resources on campus supported software.

You can also explore **OwlTrain** (owltrain.kennesaw.edu) for self-paced online courses on a variety of software platforms.



EDUROAM IS HERE

Eduroam is a roaming wireless network available to any student, faculty, and staff participating at eduroam institutions. Eduroam allows our students, faculty, and staff to gain wifi access across institutions using KSU's credentials.

Explore more at uits.kennesaw.edu/eduroam.

A SECURE WAY TO SEND

There's a brand new way to securely send confidential data! This secure solution allows you to share a link to an email recipient who may then securely download a file with sensitive information. *Please remember, this service only works while connected to the campus network or connected via the VPN to upload files.*

How to get started:

- Visit the Jirafeau site:
<https://seureshare.kennesaw.edu>
- Upload the file you need to send.
- Select the time limit for the link's availability (at your discretion) and if you want that file to be accessed only once via that link.
- If you request/require a password for added security, call the recipient to share the password securely. *Note: This service does not require a password to work.*
- After you select the send button, the download link for the recipient will appear.
- Copy and paste it in an email to them.

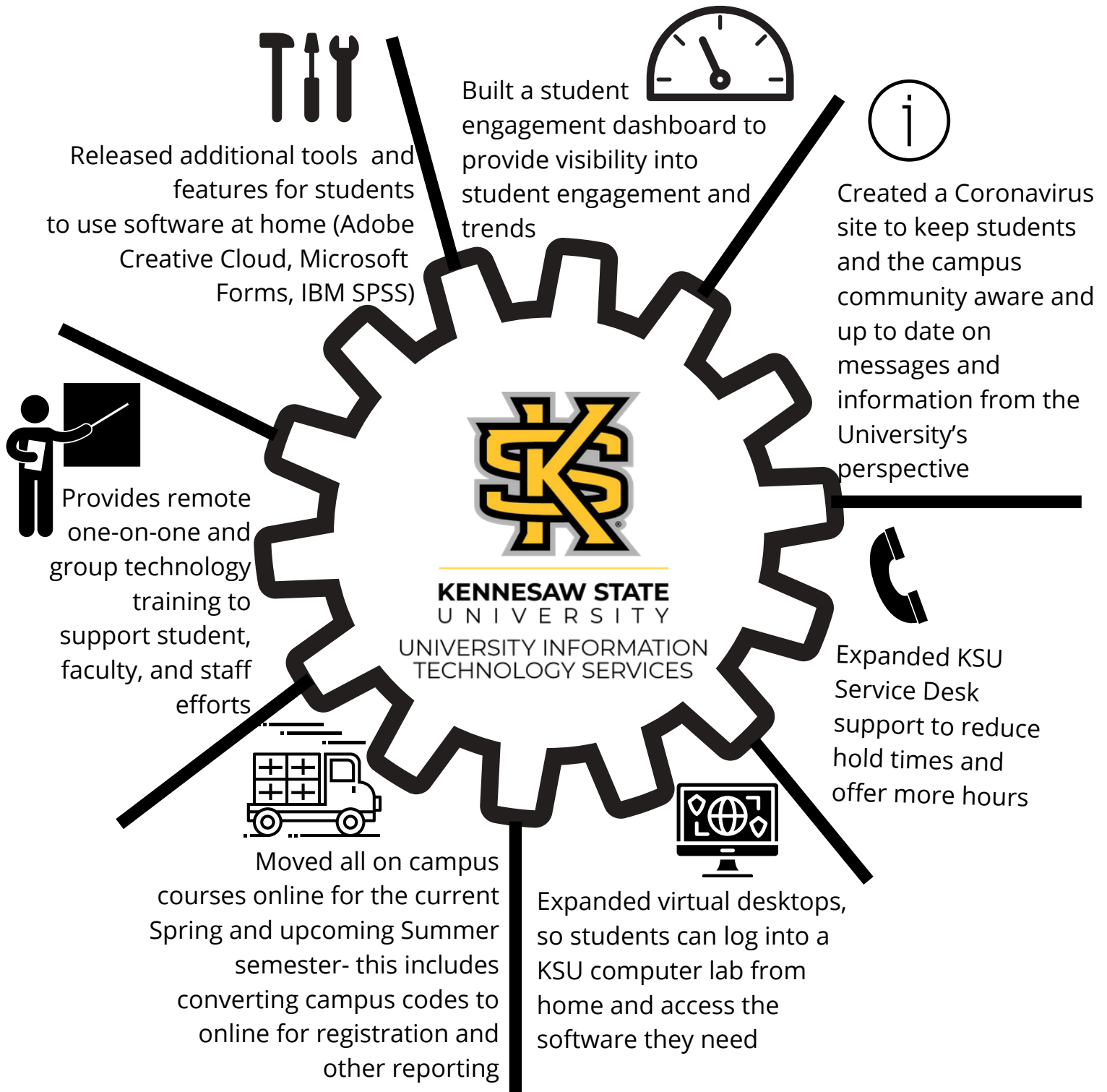


UNIVERSITY DIRECTORY NOW BEHIND AUTHENTICATION

As part of Kennesaw State University's commitment to information security as well as protecting the privacy of KSU students, faculty, and staff, as of Wednesday, July 1, 2020, only basic information (name, department, and mail drop number) will be viewable without authentication via NetID and password. After logging in to the campus directory (<https://directory.kennesaw.edu>), authenticated users will have access to see the name, phone, title, department, location, email, and mail drop of faculty and staff.

This change is effective as of Wednesday, July 1, 2020.

Did you know that UITS...



uits.kennesaw.edu



GET YOUR GROUP TOGETHER (VIRTUALLY)!

Get your team or group of coworkers together to learn something new! A technology trainer can lead an online session especially for your group to help you all learn a new skill!

These sessions can help you grow your skills while connecting with others.

Whether you want to learn Microsoft Excel, Microsoft Planner, iMovie, Adobe Photoshop, or one of the other helpful topics offered, you're sure to learn something new!

Book your group session now!



uits.kennesaw.edu/support/training.php

TOOLS YOU CAN USE

Explore this collection of tools to help you work more effectively and effectively.

Kaltura Media Space:

MediaSpace, users can securely create, upload, share, search, browse, and watch live and on demand videos, presentations, screencasts, and other rich media content, anytime, anywhere

SoftChalk:

SoftChalk is a lesson creation tool that allows educators to transform existing course materials into interactive and engaging e-learning content with minimal time, effort and resources. Lessons can be exported as web pages for posting on the Internet or exported for use in D2L.

Microsoft Teams:

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

Microsoft Planner *****New!**

Planner makes it easy for your team to create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.

Microsoft Excel

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

Microsoft Forms *****New!**

Microsoft Forms allows users to create surveys, quizzes, and polls, invite others to respond to it using almost any web browser or mobile device, see real-time results as they're submitted, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading.

Adobe Creative Cloud (Photoshop, Illustrator, InDesign, etc.)

Creative Cloud is a collection of 20+ desktop and mobile apps and services for photography, design, video, web, UX, and more.

Respondus LockDown Browser

Respondus LockDown Browser is a customized browser that increases the security of test delivery in an LMS. When students use Respondus LockDown Browser to access an exam, they are unable to print, copy, go to another URL, or access other applications.

Blackboard Ally *****New!**

Blackboard Ally is a tool that seamlessly integrates with your Learning Management System (LMS) to provide insight into your D2L for universal design.

Gradescope *****New!**

Gradescope grading software allows students to receive faster and more detailed feedback on their work, and allows instructors to see detailed assignment and question analytics. It is an easy way to take submissions digitally in order to preserve the original work and allow for quick and easy viewing from anywhere.

PeerMark *****New!**

PeerMark is a peer review assignment tool. Instructors can create and manage PeerMark assignments that allow students to read, review, and evaluate one or many papers submitted by their classmates. For each assigned paper students write reviews by responding to the free response and scale questions.

Explore the UITS Documentation Center for more information on any of these helpful tools.



Need Technology Support?

STUDENTS

Email:

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Call:

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FACULTY/STAFF

Email:

service@kennesaw.edu

Call:

470-578-6999



WALK-UP WINDOW

Kennesaw Campus:
TX 110

Marietta Campus:
Lower Level H Building



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NEW D2L INTEGRATIONS FOR INSTRUCTORS

There are exciting new integration tools available for use in D2L. Explore these helpful integrations especially for instructors!

- Kaltura Mediaspace's **Browse, Search, and Embed Interface** update for D2L Brightspace includes pre-configured players and player sizes for each media type.
- The SoftChalk **Link Selector** makes it easier to place your SoftChalk Cloud content into your LMS course.
- Microsoft Teams Meeting **Link Creator Widget** allows instructors of a D2L course to create and copy links for Microsoft Teams meetings into D2L.



SERVICENOW IS HERE

UITS is excited to have made the transition from ChangeGear to our new Customer Service Application, ServiceNow. This update will not impact our customers contacting the KSU Service Desk. If you place a request for service, support, or access, the reply email will look different. This reply email will provide information to help you track the progress and status of your request. Additionally, we are releasing a customer portal which will provide you with some self-service options for quick answers.

NEW EFFORTS TO KEEP DATA SECURE

Kennesaw State University is committed to data security. As part of this commitment, new Data Loss Prevention (DLP) security practices have been put into place.

What this means for users:

- Emails from @kennesaw.edu, with more than one KSUID, to a non-KSU email address or @students.kennesaw.edu address will be blocked (unable to be sent).
- Outlook desktop application and web-based Outlook users (Outlook Web App) will be allowed to enter a justification to potentially override blocking.

TECHNOLOGY-ASSISTED CONTACTLESS INTERACTIONS

Are you looking for innovative ideas to create technology-assisted contactless interactions? This guide has been created to help provide options for some of the most common contactless interaction needs.

Learn more [here](#).





KENNESAW STATE UNIVERSITY

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GETTING THE MOST FROM ACCESSIBILITY TOOLS



ALLY

Blackboard Ally is a tool that seamlessly integrates with Kennesaw State University's D2L platform to provide insight into your course's accessibility for all students-creating a universal design for all types of learners. Universal design ensures users can access the alternative formats tool to download course content as a tagged PDF, HTML, ePub, electronic braille, and audio.

Ally will alert users to issues with:

- Image Descriptions
- Link Problems/Web Accessibility
- Document Accessibility
- Alternative Formats



KALTURA MEDIASPACE

Kaltura MediaSpace allows users to securely create, upload, share, search, browse, and watch live and on demand videos, presentations, screencasts, and other rich media content, anytime, anywhere.

MediaSpace allows users to:

- Add machine captioning to media
- Add professional (human) captioning to media*
- Securely create, upload, share, search, browse, and watch live and on-demand videos



*Available through KSU's Digital Learning Innovations (DLI) by request



KALTURA



COLLABORATE ULTRA

Blackboard Collaborate is a web-conferencing tool built specifically for live, multimedia, one-to-many and many-to-many collaboration.

Collaborate Ultra allows users to:

- Offer breakout rooms for small group discussion
- Use chat-style messaging
- Use interactive white boards
- Show presentations (PowerPoint, etc.) to up to 250 attendees
- Offer live, real-time session transcription**



**Coordinated and approved through KSU's Student Disability Services (SDS)

MICROSOFT TEAMS

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

Microsoft Teams allows users to:

- Offer live, machine-captioned meetings and presentations (enabled by the user in desktop and mobile app version only)
- Record sessions (can be uploaded to MediaSpace for captions and sharing)
- Share files and media
- Integrate Microsoft applications such as Word and Excel
- Meet with up to 250 participants



EXPLORE THE FACULTY FOUR

- 1 Alternative Text
- 2 Captioning and Transcripts
- 3 Document Formatting
- 4 Accessible Resources



STORE IT SECURELY

There are several ways to store or send data securely. The chart below will offer a variety of tools to both save, store, and send all types of data.

Whether your data is sensitive, unsecured, confidential, or public, there is an available tool to help you access what you need to stay productive and secure both on and off campus.

To explore more about this topic, visit:
<https://uits.kennesaw.edu/document-management/>



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Document Management Matrix

Data Categories →	FERPA <i>Data Examples:</i> • Grades • Class Rosters • KSU Student ID's • KSU Student NetId and Email Address	Confidential Information <i>Data Examples:</i> • Social Security Numbers • Driver's License Numbers • Banking Account Information • Credit/Debit Card Numbers • Passwords (unencrypted) • Identifiable Medical Info • Visa and Passport Info	Public Information <i>Data Examples:</i> • Publicly available published research • System configuration and log file • Emergency plan	Protected Research <i>Data Examples:</i> • Sensitive research data • Restricted intellectual property • Research with contractual security requirements	Unrestricted <i>Data Examples:</i> • Campus Maps • Class Schedules • Policies • University Press Releases • Employee KSU IDs
Available Services ↓					
OneDrive	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
SharePoint	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
SecureShare (Jirafeau)	✓	✓	✓	✓	✓
Teams	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
DocuSign	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
Shared Network Drives (I, M)	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓

✓ Information can be stored using this service.

✗ Information can NOT be stored using this service.

⚠ This service has restricted access. Consult the KSU Service Desk.

Additional Questions?
 Contact the Service Desk at 470-578-6999 or service@kennesaw.edu



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ACCESS KSU VIRTUAL DESKTOPS

virtualowl.kennesaw.edu

A virtual desktop allows users access campus-based software from anywhere in the world just as if you were in person in a lab. Virtual lab permissions are based on departmentally-approved access.

How to Access:

Go to <https://virtualowl.kennesaw.edu> and follow the download, install, and setup instructions for your device.

Once the setup is complete follow these steps to connect into your authorized lab.

- Launch the VMware Horizon View client, Click on "New Server" and type in **ksuview.kennesaw.edu**, then click on **connect**.
- You will then be prompted to login. Use your NetID and password to login. Select the lab to which you'd like to connect to access the appropriate virtual desktop.

Additional videos and guides can be found on the VirtualOwl Resources page by visiting <https://virtualowl.kennesaw.edu/resources.php>.

Best Practices:

- Save frequently to OneDrive. Connectivity issues could disconnect you and you could lose work since your last save.
- Don't save to the virtual desktop. You might connect to a different machine the next time you connect and not be able to access your files.
- Spaces are limited and available on a first come, first served basis. If you know you will need a virtual desktop, plan ahead and be patient.
- Be sure to sign out when you've completed your work. Staying signed in means another user isn't able to access that workstation until you're disconnected.

Still having problems?

Contact the KSU Service Desk
by email: studenthelpdesk@kennesaw.edu
by phone: 470-578-3555



What is Kaltura MediaSpace?

MediaSpace is an web-based media tool that provides users a space to securely create, upload, share, search, browse, and watch live and on-demand videos, presentations, screencasts, and other rich media content, anytime, anywhere.

Kaltura MediaSpace *At a Glance*



What makes Kaltura MediaSpace so great?

Kaltura MediaSpace allows for:

- Unlimited bandwidth AND storage of **your** media files
- Capturing and publishing media
- Powerful video creation, enrichment tools, and media editing
- Unlimited machine captioning (ASR generated captions – Automatic Speech Recognition)
- *Human captioning available by request to DLI (Digital Learning Innovations)*

Who can use Kaltura MediaSpace?

Kaltura MediaSpace has both a stand-alone version (accessible through <https://mediaspace.kennesaw.edu/>) and a version integrated into D2L Brightspace.

FACULTY/STAFF have access to BOTH the stand-alone version and the version integrated into D2L Brightspace.

STUDENTS only have access to the version of Kaltura MediaSpace that is integrated into D2L Brightspace (NOT to the stand-alone site).

What does the D2L Brightspace integration mean?

Kaltura MediaSpace has partnered with D2L Brightspace to make the robust media tool that MediaSpace is fully available to faculty, staff, and students within the D2L Brightspace environment.

STUDENTS can add media to Discussion posts, Assignments, and Quizzes with Written Responses.

INSTRUCTORS can add media anywhere a description box has an "Insert Stuff" button (Examples include Announcements, Content, Discussions, Quizzes, and Feedback). Instructors can also add media in the Content area from Existing Activities.



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October is National Cybersecurity Awareness Month



Make plans to help KSU celebrate Cybersecurity Awareness Month in October by encouraging students and colleagues to attend one of the cybersecurity awareness day events held on both campuses!

Cybersecurity Awareness Day - Kennesaw Campus

Room: Student Activity Room B

Date: October 6, 2020

Time: 9am-3pm

Cybersecurity Awareness Day - Marietta Campus

Room: Student Center/Wilson Bldg (Ball Room)

Date: October 21, 2020

Time: 9am-3pm

**Note: Please be advised that these events may take place virtually as opposed to actually meeting on campus. Updates will be provided as we get closer to the date.*

Ready to Learn New Software? UITs Workshops are here to help!

Check out the Tech Enhanced Learning site at <https://techenhancedlearning.kennesaw.edu/> to see the full line up of workshops that will help you get the most out of campus technology.

Visit the Tech Enhanced Learning website often to see regular additions to the lineup.



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by D2L



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SUBSCRIBE



SUBSCRIBE TO THE STATUS PAGE

Stay up-to-date on the status of campus technologies by subscribing to the UITs Status Page.

status.kennesaw.edu

From: COMPANY <company@emails.company.edu>
 Sent: Tuesday, March 24, 2020 11:31 AM
 To: customer@kennesaw.edu
 Subject: [EXTERNAL] Weekly Update | Teaching & Learning

Dear KSU, Figure 1

Weekly email content here. This is a test email.

CAUTION: This email originated from outside of KSU. Use caution replying or supplying information, clicking links or opening attachments. If you suspect the message is fraudulent, contact the UITS Service Desk at 470-578-6999 or service@kennesaw.edu.

↑
Figure 2

EXTERNAL EMAIL NOTIFICATIONS

Kennesaw State University has rolled out a new measure to help keep our campus community even more cyber secure. Emails from external sources (any address outside of KSU) are now marked with the word [EXTERNAL] before any text on the subject line (see Figure 1) and also have a bold yellow bar at the bottom (see Figure 2). Security tools such as this external email notification system are an essential part of ensuring data security. To learn more about campus efforts to keep data safe, visit the KSU Office of Cybersecurity's Phish Market for information on the latest security threats.



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IT Connect Word Find

Y	S	U	N	Q	S	P	G	G	Y	M	P	A	S	I
C	T	Q	G	T	R	N	R	G	A	A	O	D	W	T
R	E	I	A	M	I	C	O	N	S	O	H	O	S	O
N	E	T	R	N	I	L	T	M	R	R	S	B	O	X
F	E	N	I	U	O	C	A	E	P	U	O	E	F	J
G	O	A	N	N	C	E	R	F	J	D	T	X	T	I
V	R	R	H	A	T	E	T	O	Y	E	O	Z	C	R
T	A	C	M	V	L	O	S	W	S	O	H	W	H	A
N	E	V	C	S	G	P	U	R	P	O	P	E	A	F
T	T	L	Z	J	I	S	L	K	E	S	F	S	L	E
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CYBERSECURITY
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Military Short-Term Absence Policy

The University recognizes and appreciates the important contributions made in service of our country by Active Duty, Reserve, and National Guard members and their dependents. At times these students may be called to fulfill their duties for training or short-term deployment, which cause students to be absent from classes for a short period of time. These absences qualify as “excused absences” which means that the absence, with proper documentation provided, is not subject to penalty and coursework may be satisfied through agreement between individual instructors and students.

- A. For any emergency orders where the student will be absent approximately 3 weeks or less: Students are responsible for making arrangements with instructors to maintain and/or make up classwork as needed. Service members should provide instructors with maximum advance notice of absences, providing copies of directives from the Military, Reserve, or National Guard.
- B. A student who will be absent for up to three weeks will be allowed to make up any missed work within a reasonable time frame (generally up to 30 days) without a grade penalty. Instructors must accommodate absences of up to three weeks for 15-week semesters and a proportional duration for other sessions. It is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made.
- C. For time-sensitive state or federal emergencies/activations where written documentation may not be available until the end of the obligation, the student is responsible for securing the orders to provide to faculty members upon return to the University.

PROPOSED CHANGES IN FACULTY HANDBOOK SECTION 3.12A

(RHM; 15 Sept 2020)

- 1) Goal: Simplify and clarify ARD/FPA timeline for all faculty regardless of start date.
- 2) Reason for proposed change:
 - a. The current requirement of having different “annual review” dates is confusing.
 - b. A strict interpretation of the requirement of having an “annual” review is technically being violated (in one calendar year the review only covers 9 months, in the next it covers 15 months).
 - c. The current timeline was developed to ensure compliance with BoR non-renewal schedules. Such compliance can (and must) be followed independently of annual reviews.

3) Proposed Changes (in red):

Each full-time faculty member at KSU, regardless of rank or responsibilities or contract type, must receive an annual review of his or her performance (BoR Policy Manual, [Section 8.3.5](#)). In January of each year, the Department Chair or direct supervisor of the faculty member conducts an annual review of faculty member's activity (provided in the ARD) in relation to the FPA goals for the previous calendar year.

Evaluation of faculty performance via the Annual Review Document and Faculty Performance Agreement will be conducted simultaneously in the digital workflow system. The general timeline for annual reviews and evaluation of faculty performance adheres to the following schedule:

- Last Friday of January: Completed ARDs/FPAs submitted by teaching and administrative faculty to next level supervisors.
- 2nd Friday of March: All reviews between teaching and administrative faculty and next level supervisors completed; portfolios submitted to second level supervisors.
- 2nd Friday of April: Second level supervisors return annual review submissions to teaching and administrative faculty; salary recommendations (if applicable; exact date TBD based on Budget Office and Board of Regents directions).

Each college may elect to have due dates sooner, but not later, than those listed above. All faculty must have an annual review digitally signed by the appropriate administrators at all levels by the final due date listed above. Failure by a faculty member to submit all

documentation required for annual reviews according to the University review timeline above shall be deemed as not meeting performance standards. Eligibility for merit, if applicable, is contingent upon completion of the ARD process. A faculty member has the right to respond to their annual review in writing; any such response will become part of the record.

A faculty member returning from a full leave of absence must complete their ARD and FPA within two weeks of returning from leave during their academic or fiscal contract period. If a faculty member on an academic contract officially returns from leave when they are not under contract, during the summer, the ARD and FPA must be completed within two weeks of the next contract start date.

The requirement for annual reviews does not preclude the possibility of having additional reviews during the year. Non-renewal schedules as outlined in [Section 4.1.8](#) of the KSU Faculty Handbook must be followed.

DRAFT

April Motions to be voted on May 2020

A. General Education Executive Committee Proposal

This model creates an executive committee comprised of one voting member per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee. The larger advisory group would include one representative per department teaching general education courses. Members of the advisory group can make recommendations and offer advice to their executive committee representatives. Larger colleges would be encouraged to have their own meetings between advisory members and the executive committee member to ensure appropriate communication between GEC and administrators, faculty, and staff in the college.

Proposed University Handbook changes:

General Education Council, GEC (permanent) - assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum. The GEC meets monthly on the third Tuesday of each month during the academic year at 12:30-2:00 pm. The executive committee may meet additionally as needed. Purpose: The GEC is a faculty driven student focused council. The primary goals of the GEC are to (1) develop and maintain a unified, integrated, and effective general education program; (2) ensure alignment with BOR policies as well as KSU policies and mission; (3) identify and align the learning outcomes of core curriculum courses; (4) determine whether courses fit into the core curriculum; (5) communicate with administration, faculty, and staff regarding core curriculum and general education; and (6) serve as a resource to the KSU community

Membership: The council is chaired by the Faculty Director of General Education. Membership is limited to full time faculty. Members may have administrative duties in their department or college at or below a director level

Voting GEC Membership: Voting membership is comprised of one voting member per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee.

Non-Voting GEC Membership: An advisory non-voting membership would include one representative per department teaching general education courses. Members of the advisory group advise their executive committee representatives. Colleges are encouraged to have their own meetings between advisory members and the executive committee member to ensure appropriate communication between GEC and administrators, faculty, and staff in the college

Non-Voting Advisory Members:

Faculty Director of General Education

Associate Vice Present for Curriculum

Curriculum Support Office Representative

SGA Representative

CDA Representative

Advising Representative

Term: 3 years, member may serve 2 consecutive terms, but must take at least 1 term off before serving again

B. Proposed Zero Credit Hour Policy

Zero credit courses allow students the opportunity to engage in innovative experiences beyond designated credit hours of a program. Programs may develop zero credit courses for internships, participation in research, experiential learning, career preparation, international education, teaching assistantships, or other enhanced learning experiences for a major. Zero-credit courses may serve as pre-requisites for other courses.

Courses offered for zero credits must be approved through the regular KSU curriculum approval process. Zero credit courses are offered for no credit and do not incur tuition or university fee charges; however, course fees may apply. Zero credit courses have satisfactory/unsatisfactory grading and will be reflected on a student's transcript but will not be included in a student's GPA. These courses must have an instructor of record and a syllabus with all required elements. Courses developed for zero-credit must not exceed 45 experiential hours or 15 contact hours and must recognize faculty workload through teaching or service. Programs must limit the number of zero-credit courses required to prevent overburdening of the students and the faculty/staff. These courses are not required to adhere to the curricular calendar and may be offered at any point during the year.

Zero credit courses already in the catalog are exempt from this policy. As with all courses, if a course change is pursued, it is reconsidered under current policies. Exceptions to this policy will be considered if a justification is included in the proposal for curriculum committee review.

C. New KSU Policy on Course Cross-listing *

A cross-listed course is a course that is offered under more than one prefix. It must have documentation with the Office of the Registrar and a proper description in the course catalog.¹

1. Courses must be within the same undergraduate or graduate numbering level
2. Cross-listed courses must have the same credit hours and same learning outcomes. In addition, sections of a cross-listed course must have the same syllabi, which includes the same instructor, course location and time, assignments and grading scheme.

3. Special Topics courses can only be cross-listed with an equivalent Special Topics course with another departmental prefix.
4. Traditional independent study, honors thesis, practica, internships, directed study, master's thesis, dissertation courses should not be cross-listed.
5. Cross-listed courses must be supported by a rationale or justification.
6. No more than three courses can be cross-listed unless all prefixes are owned by the same department.
7. Students cannot earn credit for more than one of the cross-listed courses.

D. New KSU Policy on Course Cross-leveling *

A cross-leveled course is a course that is offered by departments across numbers and/or level. The two courses that are cross-leveled are owned by the same department. It must have documentation with the Office of the Registrar and a proper description in the course catalog.²

1. Cross-leveled courses are limited to the following two course pairs: 1) undergraduate upper division course/graduate course, and 2) graduate course/doctoral course. 9000 level special topics, directed study, thesis, internships, practica, and dissertation courses may not be cross-leveled.
2. Cross-leveled courses must be supported by a rationale for combining students of different levels.
3. Cross-leveled courses must ensure there is a clear distinction between the requirements of undergraduate and graduate students or graduate and doctoral students, with more advanced course work for the higher-level degree program. This will be demonstrated in two different syllabi that include, but are not limited to, different objectives, assessments and/or outcomes.
4. Cross-leveled courses at the graduate level must be taught by faculty with graduate faculty status.
5. Sections of cross-leveled courses must share the same modality.

*Requests for policy exceptions may be submitted to UPCC or GPCC.

E. Military Short-term Absence Policy

Initiated by the KSU Presidential Commission on Veteran Affairs.

The University recognizes and appreciates the important contributions made in service of our country by Active Duty, Reserve, and National Guard members and their dependents. At times these students may be called to fulfill their duties for training or short-term deployment, which cause students to be absent from classes for a short period of time. These absences qualify as

“excused absences” which means that the absence, with proper documentation provided, is not subject to penalty and coursework may be satisfied through agreement between individual instructors and students.A. For any emergency orders where the student will be absent approximately 3 weeks or less: Students are responsible for making arrangements with instructors to maintain and/or make up classwork as needed. Service members should provide instructors with maximum advance notice of absences, providing copies of directives from the Military, Reserve, or National Guard.B. A student who will be absent for up to three weeks will be allowed to make up any missed work within a reasonable time frame (generally up to 30 days) without a grade penalty. Instructors must accommodate absences of up to three weeks for 15-week semesters and a proportional duration for other sessions. It is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made.C. For time-sensitive state or federal emergencies/activations where written documentation may not be available until the end of the obligation, the student is responsible for securing the orders to provide to faculty members upon return to the University.

G. Change in Honors Requirement

It is proposed that the Undergraduate Catalog be amended to permit the awarding of honors to students who complete 57 semester credit hours in residence at KSU, instead of the current minimum of 60 semester credit hours. It is further proposed that the change be effective for Spring Semester 2020 graduates. This would permit more high performing students to graduate with honors, including students who complete the accelerated Bachelor of Science in Nursing program, which requires 57 semester credit hours beyond a previously completed baccalaureate degree.

Current policy published in the 2019-2020 Undergraduate Catalog

Graduation with Honors

An institutional grade point average of at least 3.5 is required for students to graduate cum laude, 3.7 to graduate magna cum laude and 3.9 to graduate summa cum laude from a baccalaureate program. Graduation with honors requires that students earn at least 60 semester credit hours in residence at Kennesaw State University for the bachelor's degree. Approved accelerated bachelor to masters' courses will be included in the 60 earned semester hours required for honors.

To receive honors at graduation, "second degree" and Academic Renewal students must have at least 60 earned hours of credit at KSU after the "second degree" or Academic Renewal status was granted. In addition, for honors, students who have repeated courses must have at least 60 earned hours of credit at KSU after the hours for the repeated courses have been excluded.

Proposed policy (**with emphasis of proposed changes**)

Graduation with Honors

An institutional grade point average of at least 3.5 is required for students to graduate cum laude, 3.7 to graduate magna cum laude and 3.9 to graduate summa cum laude from a baccalaureate program. Graduation with honors requires that students earn at least **57** semester credit hours in

residence at Kennesaw State University for the bachelor's degree. Approved accelerated bachelor to masters' courses will be included in the 57 earned semester hours required for honors.

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F. Motion on Plan to Raise the Salary Increase Percentage for Promotion Only for Newly Promoted

The Faculty Senate,

Welcoming the administration's intention to increase the financial reward for the hard work and significant achievements required to obtain a promotion.

Highlighting, the findings of the university-commissioned "Salary Compression Study for Kennesaw State University" that reveal the presence of significant salary compression at KSU, and that the compression exceeds the national average.

Expressing, grave concerns about the administration's plan (announced at the April 27, 2020 Faculty Senate meeting) to redress the salary inequity problem by raising the salary increase percentage for promotion; but, reserving it only for those newly promoted in 2020.

Positing, that the plan would actually intensify compression and inversion. The plan will create new inequities, as those already serving in rank - having previously earned promotion - will be more deeply compressed with those in ranks below. Furthermore, the plan will cause salary **inversions** between faculty more senior in rank and those more junior in the same rank.

Emphasizing, that the inequity created by the plan will be especially acute for Full Professors as their salaries will be more compressed with those recently promoted to Associate Professor, and many long-serving Full Professors will be **inverted** in salary compared with those newly promoted to Full Professor (who will receive an 8% pay raise). The *Salary Compressions Study* reveals, indeed, that KSU's compression problem is currently most acute, and out of line with national patterns, for Full Professors.

Positing, that if the plan is implemented as currently formulated, it will generate resentment and divisiveness within the faculty, and will further sink morale.

Requesting, that the Administration revise the plan, so that the pay increase is applied to all currently serving Senior Lecturers, Associate Professors, and Full Professors.

Faculty Senate Minutes, August 31

Attendance: Jillian Ford, Chris Sharpe, Lei Li, Nicholas Ellwanger, Sanjuana Rodriguez, Paul McDaniel, Steve Collins, Mariel Fox, Irene McClatchey, James Gambrell, Diana Gregory, Andrew Phillip Payne, Andy Green, Amy Buddie, Tammy DeMel, Undra Baldwin, Jennifer Dickey, David Evans, Vincent Coakley, Eric Arneson, Lin Li, Jeff Delaney, Peter St. Pierre, Terry Carter, Austin Brown, Mary Beth Maguire, Trina Queen, Douglas Moodie, Justin Pettigrew, Jim Davis, Sara Doan, Ginger Sinton, Nwakaego Nkumeh, Ann Mills, Tara McDuffie, Monique Logan (Proxy for Snehal Shirke), Joanne Lee, Soctt Gordon, Robin Cheramie, Jim Wright, Md. Faruque Hossain, Kevin Gwaltney, Scott Tippens, Sophia Smith, Darola Cherenfant, Abhra Roy, David Buckman, Pam Cole, Leslie Hankey, Giovanni Loreto, Ivan Pulinkala, Ariel Turner, Andrea Knowlton, Hassan Purnaghshband, Daniel Ferreira, Kristina DuRocher, Aaron Howell, Kathy Schwaig, Heather Pincock, Tricia Chastain, Andy Pieper, Jaime Fulsang, Randy Stuart, Daniel Rogers, Ron Matson, Nancy Reichert, Gail Markle, Anissa Vega, Cristen Dutcher, Rebecca Hill, Jennifer Purcell, Laurie Tis, M. Todd Harper, Jeff Yunek, Brendan Callahan, William George Griffiths IV, Michael Van Dyke, Noah McLaughlin

1. Faculty Senate convened virtually at 12:30 PM via Teams
2. Humayun Zafar, President, Faculty Senate, outlined some Faculty Senate Meeting Expectations.
 - a. Please complete the attendance survey (link in the chat window) if you are a senator or a guest.
 - b. Voting will be carried out electronically (link will be available in the chat window) and will be tracked. **Please only vote if you are a senator.** A non-senator voting will result in an immediate permanent ban from the faculty senate.
 - c. Use the “Raise your hand” feature in order to be recognized.

Reports

3. President’s Report, Dr. Whitten
 - a. Dr. Whitten noted that KSU was expecting a robust enrollment, which could approach 40,000 student enrollment.
 - i. First-year class from almost all states and several countries.
 - ii. First-year class is equally split in terms of gender.
 - iii. Average was 3.2 GPA for incoming first-year class.
 - iv. Increase in the colleges, most notably honors, engineering, and computer science.
 - v. Many students are enrolled fully or partially online.
 - vi. Dr. Whitten asked that faculty help the incoming first-year students feel connected during the pandemic.

- vii. She thanked housing and student affairs for helping to build a Fall 2020 opening with various activities.
 - b. Finances: Dr. Whitten noted that KSU was fortunate to have a robust enrollment, including growth during the summer. The additional tuition revenue in conjunction with CAREs money allowed the university to refund students money, while also continuing to pay staff. However, she cautioned that KSU would not be able to easily recoup the money from the 10% budget cut that it was asked to make in July. As a result, KSU is fortunate to have an increased enrollment, and, furthermore, it needs to continue its high enrollments in order to offset cuts. Moreover, increased enrollment helps KSU to pay auxillary costs.
 - c. COVID 19:
 - i. Intense planning occurred throughout the summer to prepare for the Fall Semester.
 - ii. The Presidential Taskforce on Reopening the University will continue working throughout the Fall Semester in preparation for Spring.
 - iii. KSU has begun to report numbers: We have had around 180 postive cases for the first two weeks. 90% of those have been students with a few isolated staff cases.
 - iv. While trying to mitigate behavior that would lead to increased cases has been challenging, KSU has largely been successful its social media campaigns and outreach to students.
 - v. Dr. Whitten encouraged faculty to continually refer to the KSU Covid webpage, where the numbers are now being reported.
 - vi. She also noted that faculty will be notified if a student tests positive.
 - d. The President noted that she has formed a Presidential Taskforce on Race and Diversity, which will be holding listening sessions with various campus groups in the near future. They will make recommendations to help address short-term and long-term problems surrounding issues of diversity and inclusion on campus.
 - e. Dr. Whitten noted that the University continues to hire, including a new Associate Vice President of Student Affairs and Dean of Students, Dr. Ronald Briggs; a new Deputy Chief Diversity Officer, Jeffrey Coleman; a new Vice-President of Student Affairs, Eric Arneson. Dr. Sheb True is serviing as the Interim Dean of the Graduate School.
 - f. There is a new graduate program in Computer Systems.
 - g. KSU continues to grow its research footprint and to continue promoting research with relevance through the Office of Research.
4. Provost's Report, Dr. Schwaig
 - a. The Provost thanked faculty for all the hard work that they had done preparing for the Fall semester. She also thanked the administrative and residence hall staffs. She reminded everyone to be patient and kind as we all try to navigate through these difficult times.
 - b. There have been several new faculty hires.

- c. Dr. Ron Matson will retire at the end of the year. Academic Affairs will initiate a search once they receive approval to make a critical hire for Dr. Matson's position.
- d. The Provost welcomed Dr. Marla Bell as Associate Vice Provost.
- e. Several new degrees, including an MS in Cybersecurity; a BBA in Hospitality Management; a BS in Integrated Health Science.
- f. Vice-Chancellor Tristan Denley hopes to reboot the General Education revision discussions this year.

New Business

- 5. April 27, 2020 Minutes Approved
- 6. Bylaws Revision, Randy Stuart, Senator, Marketing
 - a. The Senate needs to clarify language that allows it to elect leaders who are not senators. It is time to review this issue.
 - b. Email Dr. Zafar, President, if you are interested in looking at this and other by-law revisions.
- 7. Anti-Racism resolution, Drs. Heather Pincock and Monique Logan
 - a. The resolution asks the administration to begin acting on statements and recommendations made in the past, including heeding the recommendations put forward by the Presidential Commission on Racial and Ethnic Diversity (CORED) in October 2018 and reviewing and considering the Demands of KSUnited sent on June 9, 2020, and the Recommendations to Provost Schwaig sent by Concerned Faculty on June 9, 2020.
 - b. Dr. Doug Moddie, Senator, asked about the demands of KSUnited. Dr. Pincock noted that a link is located within the document.
 - c. Dr. Jillian Ford, Senator, asked who the letter would be sent to and what should be the expected outcome. Dr. Pincock noted that it would be sent to the administration, although she noted that this is for the Senate to consider as well as it considers various policies on race, diversity, and inclusion. At the very least, the administration should take up the recommendations made by CORED.
 - d. Drs. Rebecca Hill and William Griffiths motioned and seconded the resolution.
 - e. Resolution passed with 32 in Favor and 2 Against.
- 8. Course Caps resolution, Dr. M. Todd Harper
 - a. This resolution asks Deans and Chairs to compensate faculty who experience a significant increase in student numbers (a class worth) through raised course caps. The Dean or Chair could compensate through overload pay, a course release the following semester, an increase in travel, etc.

- b. Dr. Terry Carter, Guest, noted that several faculty had seen a dramatic increase in student load when their course caps were raised by Deans and Chairs in the fall.
- c. Dr. Daniel Rogers, Senator, noted that the handbook states that each department establishes class size. He wondered whether this took the decision out of department hands. Dr. Harper responded that this was important question, but that the recommendation did not necessarily designate who would raise course caps as much as how faculty might be compensated when those course caps are raised.
- d. Drs. Doug Moodie and Joanne Lee motioned and seconded respectively.
- e. Resolution passed: 31 in favor; 2 against.

9. Centers and Institutes Taskforce Recommendations, Dr. Ron Matson

- a. Dr. Matson noted that this was to streamline and simplify the process for establishing, evaluating, and sunseting centers and institutes. The taskforce did the following:
 - i. Established definitions for centers and institutes that would be applied consistently across campus.
 - ii. Distinguished between research and academic centers. (An academic center might be something like the Writing Center.)
 - iii. Review will be done by appropriate administrator where the center or institute is held.
 - iv. Process of implementation would begin Fall 2020.
 - v. Drs. Doug Moodie and William Griffiths motioned and seconded respectively.
 - vi. Motion passed unanimously.

10. Provost's Taskforce on Inversion and Compression, Dr. Albert Jimenez and Darina Lepadatu.

- a. The resolution addresses a formula for inversion and conversion. It also provides a tool for chairs to calculate inversion and compression in their departments.
- b. Drs. Heather Pincock and Rebecca Hill, Senators, motioned and seconded respectively.
- c. Dr. Stephen Collins, Senator, thank the taskforce for diligence in the report. He noted a concern with the recommendations. While the recommendations address inversion and compression between the ranks through an increase in raises at the time of promotion, it does not address inversion or compression at the level of Full Professor and Senior Lecturer where there is no longer a higher level to be promoted to and receive a raise. He noted that we should fully fund increases to address inversion and compression across the board. KSU is in a

better financial situation with increased enrollment, money from the CARES Act, and higher revenue in Georgia.

- d. Dr. Lepadatu asked for the Provost and President's support in providing a timeline. She also noted that how inversion and compression has been addressed needs to be reported annually. Dr. Schwaig noted that she would need a formal recommendation from the faculty.
 - e. Dr. Griffith inquired about the math formula used to calculate a solution. Dr. Lepadatu noted that she had worked with chairs as well as the math department to establish the formula.
 - f. Randy Stuart, Senator, motioned to table to allow further discussion at the next meeting.
 - g. Motion to table passed. Dr. Lepadatu requested senators to take the recommendations to their department.
11. Covid Counter Request, Dr. Stephen Collins
- a. Dr. Collins stated that he will be presenting a revised motion. He appreciated the administration's response to stakeholders to begin reporting on KSU Covid numbers, but noted that more needs to be done. He did note that while those numbers are now on the Covid webpage, they are difficult to access. He also wondered whether the university could track the trends and locations of viruses by campus and by college. Provost Schwaig said that she would need to review and that she could not make a commitment at the meeting.
12. Meeting adjourned at 2:00

The KSU Faculty Senate endorses AAUP@KSU's letter to Provost Schwaig on Sept. 14 regarding the USG's PTR Working Group.

To quote directly from that letter, we affirm that:

PTR is a wasteful duplication of effort: "periodic evaluation" happens every year

If not a "periodic evaluation," how are we to understand the Annual Review process KSU faculty undertake every year? That process provides ample opportunities for chairs, deans, and Academic Affairs to identify and correct underperforming faculty. The above-referenced AAUP statement recognizes that "well-governed universities already provide a variety of forms of periodic evaluation of tenured faculty that encourage both responsible performance and academic integrity."

PTR is a waste of time; opportunity costs diminish productivity

The costs of PTR may be measured in time spent and the corresponding opportunities lost. When one considers all the time expended by individual faculty to prepare their portfolios, and by faculty committees to review them, and by administrators to review those reviews, it starts to add up. And while all that time represents a tremendous loss unto itself, it also displaces other, better uses of that time. What might faculty do instead, were they not burdened unnecessarily with PTR? Perhaps they could teach or mentor, or conduct research, or serve our campus or the broader community... or even engage in the very faculty development PTR is purported to encourage.

PTR harms relationships and threatens academic freedom

Perhaps most damning is that PTR contributes to a climate of mistrust, in which faculty perceive only threat (and no reward) from colleagues or administrators. The above-referenced Committee A report notes that PTR processes like USG's "unambiguously diminish academic freedom, not because they reduce job security but because they weaken essential procedural safeguards." Faculty members who understand the threats implicit in PTR are likely to avoid scholarly work that others might consider challenging or controversial, just as they are unlikely to feel fully committed to a campus whose leadership demonstrates distrust of faculty dedication.

Like AAUP@KSU, we trust that Provost Schwaig will lead the working group efficiently and effectively and we affirm that:

The most appropriate outcome of the group's work is clear: USG and KSU should discontinue posttenure review.

Further, the only reasonable alternative to that outcome is also clear: to re-design posttenure review as a legitimate faculty development process conducted only by faculty peers. Administrators have annual formal opportunities, as well as innumerable informal ones, to provide feedback on faculty performance.

Motion on KSU Covid-19 Infections Website

Author: Steve Collins

The Faculty Senate appreciates the administration's response to concerns about the difficulty of obtaining information about the Covid-19 infection case count at Kennesaw State University by adding a case count to the university's website. This is a major improvement in the university's Covid-19 communications protocol. Still, we note below the remaining flaws in the protocol and the enhancements that we believe should be adopted to remedy these flaws.

- 1) The information can still be difficult to find, as it is not located on the main page, but on a FAQs page (which takes some searching to find). We therefore suggest that it should be placed in a more prominent location on the KSU main website or on the KSU Covid info page.
- 2) More comprehensive and useful information on Covid-19 cases should be provided. We suggest that KSU display the number of new daily infections, the trend of infections (# of daily or weekly cases compared to previous days or weeks), and the location of infections (campus location and college location).

An enhanced communication system as suggested herein, will serve the principle of transparency and will uphold KSU stakeholders' right to be informed about the Covid-19 risk-environment on campus. It will also serve to alleviate fear and confusion, factors that are amplified by an absence of full information.

Motion on Full and Prompt Funding of Compression and Inversion Taskforce Plan

Author: Steve Collins, School of Government & International Affairs

The Faculty Senate wishes to thank the University's Compression and Inversion Taskforce for its efforts to develop a clear equity formula for redressing salary compression and inversion. The report, and the study upon which it is based, conclude that the problems of compression and inversion at KSU are "well-documented" and have recently intensified. We assert that compression and inversion are now at crisis levels. Increasingly, senior faculty are suffering from double inversion, where new Assistant Professors' salaries are higher not only compared to Associate Professors, but even to Full Professors. Faculty morale is dangerously low due to these pay inequities, and there is copious research demonstrating the ill effects that poor faculty morale has on student success.

We, therefore, urge the administration to commit to providing the resources necessary for a full and prompt funding of the equity formula. We seek an explicit commitment to a 3-year timeline for raising the salaries of compressed and inverted faculty members up to their equitable salary, based upon the report's Ellermeyer salary equity formula. We cordially ask that the administration convey to us, in writing, its plan to fund the equity formula. We request a response by November 1, so that it can be considered at the Faculty Senate meeting of November 11, 2020.

Motion on Extending the Augmented Promotion Raises to All Promoted Faculty

The Faculty Senate wishes to thank the administration for recognizing that raises for promotion have been insufficient, and to augmenting the raises by an additional 1% for those promoted to Associate Professor and Senior Lecturer, and by an additional 3% for those promoted to Professor. However, by limiting the increase to only newly promoted faculty members, the measure has intensified in-rank compression and created in-rank inversions, as salaries of the newly promoted now exceed those of colleagues promoted years before. This creates an inequity based on seniority, but also on merit, as those who have successfully achieved promotion in recent years due to high productivity are likely to now be making less than some recently promoted colleagues who may have delayed their promotion due to (in some cases) a less-productive portfolio. This is a tax on merit which hurts morale and creates resentments within departments. These problems can be addressed by extending immediately a 1% pay increase to all Associate Professors and Senior Lecturers promoted before 2020, and a 3% pay increase to all Professors promoted before 2020. This motion would require a very modest amount of funding, but would correct a significant inequity created by a well-intentioned plan.

Senate Time Resolution – James Gambrell and Heather Pincock

1. Create and prioritize agenda items that are important to faculty and the Faculty Senate, rather than items that reflect what university administrators prioritize.
2. Request written reports from the KSU President and Provost for dissemination the Friday before each Senate meeting with the announcements that are normally made verbally.
3. Remove standing “president report” and “provost report” from the beginning of the agenda.
4. Prioritize “old business” and “new business” before presentations from administration officials.
5. When necessary, and invited by FSEC, create a “question and answer” session for the president and provost on the agenda, where senators may ask for clarification on items in the written reports.
6. Move “president report” and “provost report” to last two items on the agenda, where they shall be presented if time allows