CDA Meeting

11/16/16

9:00-11:00am

Leadership Room

Meeting called to order at 9:03am

Approval of the October minutes passed unanimously. Liaison reports were part of consent agenda

1. Maureen McCarthy: Awards
	1. Faculty awards for 2016-2017 are available in D2L. Please encourage your faculty to apply, especially for the research award. Awards are now centered around areas/disciplines vs. colleges. Any individual may apply for any award. Maureen would like to come to faculty meetings to talk to faculty about applying. She will send chairs an email requesting permission to attend a faculty meeting. Please consider letting her come. Several people expressed the need for a faculty-administrator award because chairs and directors are ineligible for faculty awards but are not staff. The CDA body encouraged Maureen to consider a category for which chairs and directors are eligible. Library faculty have also historically been excluded from the process, being told that their application “does not count.” Concerns were raised about people not being present at the opening meeting to receive their awards. Maureen said they are reviewing this matter.

**Overall Summary:** Broad input into how the awards should be revised

Encourage faculty to apply

Early career award new

Research award around areas 8 areas

Not dependent on college or department

      Want to set up meetings with faculty to discuss the awards to get the information out.

      Recommendation that applications be verify

      Recommendation that Admin awards should be available

      Librarians are considered faculty but not teaching faculty so they are excluded

1. Dawn Baunach: External Letters Revision
	1. Dawn went to the Faculty Senate to explain our vote against the revised external letter policy, primarily stemming from faculty having access to the external letters. The faculty believe that they should be able to see the letters, especially in the event that the feedback is negative. They suggested the following as a compromise:
		1. Redact the letters
		2. Only show them negative letters
		3. Let them handle the external letter process

Keep in mind that our groups are simply “advisory” to the President and he will ultimately make the decision. Ron Matson suggested that we put our concerns in writing with our recommendations and send them to Ron and copy Ken and Sam. Robbie Lieberman and Alice Pate volunteered to draft a statement. On an aside, we are not sure if Olens will keep the Faculty Executive Assistant position. No decision has been made.

**Overall Summary:** CDA voted against letters and Dawn was asked to explain why

Placed the majority of the work on the chairs and questioned the purpose of the letters needed clarification

Response was more about what happens when someone gets a negative review particularly when the letters are being quoted in favor of a negative review for tenure.

      Suggestions to redact the letters

      Only let faculty see the letters in cases of negative reviews

      Would we approve the letters if faculty took over all the work

What happens now that one group voted to approved and one not to – the final decision is that of the president who will now have to decide.

Recommendation from Ron Matson for the CDA to draft some ideas of how the letters should be used – Ivan and Alice were volunteered to work on that task

1. Mike Dishman: The Future of Graduate Programs
	1. We have 2854 graduate students by head count across 91 programs, which includes certificates. The top 5 programs enroll 33% of graduate students. Top 10 enroll 51% of graduate students. The top 20 enroll 75% of graduate students. These figures and more are in D2L. Graduate education at KSU is “hugely” dependent upon faculty altruism because it is under resourced. The average comprehensive has 15% total enrollment in graduate programs. KSU is between 7.5-8%. This number almost kept us out of the comprehensive classification.
	2. Graduate funding for FY 16 was 12.5 million. Mike’s office examines enrollment by raw enrollment (headcount) and adjusted enrollment (headcounts – financial assistance in the form of tuition waivers etc.). We must be able to fund graduate programs if we want graduate enrollments to grow. Olens want us to be around 15% enrollment for graduate programs, but we need funding to do this.
	3. We have challenges as it relates to growing graduate programs. The office is prioritizing: 1) large enrollment graduate programs that are self-funded and 2) “unique programs,” i.e. programs that will yield a “significant benefit” by being at the university. These programs should benefit KSU in other ways such as increasing grant funding, increasing enrollment in other graduate programs.

**Overall Summary:** Total Enrollment 2854

Number 91

Of 91 programs

Top 5                                      33% of enrollment

Top 10                                    51% of enrollment

Top twenty                            76% f enrollment

We have a great degree of vulnerability if the highest fail

Top 5 indicators

70-75% part time or non-tenured instructors

Average class size 35 university mean 6-15

Percentage of total enrollment

Comprehensive mean          15% total enrollment

KSU                                         7.5%- 8%

These numbers threaten the classification as Comprehensive University

Graduate funding

Graduate Gross f16                           $12.5 m

Tuition supplements or waivers     $2.7m

TAP-188 Students

Tuition Supplements-                       1 86 in state

119 out of state

20 seniors

We have not been using TAP as it is supposed to be we are using it to sustain enrollment in graduates programs

Actual enrollment is raw head count then we get waivers and then we have adjusted enrollment. The amount of adjusted enrollment to achieve cost neutrality is 15 students per class

KSU consistently delivered the lowest income from head count n the comprehensive category we are now running a largely altruistic graduate college.

Near bottom in terms of percentage of graduate enrollment in the USG system

Current fees do not generate income for subsidizing graduate programs

Graduate Fees do not go to graduate college either

We need large graduate programs that sustain themselves

Smaller non sustaining programs might be nice have a halo effect prestige but they need to be supported by other programs that are covering all costs.

Right now today we are an R-3 by the skin of our teeth.

We need to demand that we get a share of the money collected from fees

The $25 add on for tuition for on line education generated $600,000+ but we received little of that money

One concern is that the desire to have the high performing programs support the non performing programs mean they are threatened they cannot expand infinitely.

1. Cheryl Hassman: KSU Anywhere
	1. Lifecycle replacements have historically been funded through end of year funding, which forced them to move extremely quickly to have funds spent by the end of the fiscal year. Given the new KSU Anywhere policy, people who had to choose this last cycle may reconsider their choice under the new policy. They want to collect as many out of date laptops as possible. When old devices are submitted, the hard drives in the old machines are destroyed. If a person wants to keep an old device, the chair and dean must approve. They will continue to provide support but will not provide a replacement for the machine. They have implemented the program in several colleges, are currently working with CHSS, and have several other areas coming up.
2. Susan Paraska and Nwakaego Nkumeh: Minors on Campus

Please complete the minor on campus survey ASAP that came from Olens. BOR Policy 12.9 states that all universities must register programs on campus that involve non-KSU student minors on campus. There is a formal application process in which a sponsor submits an application, the request is routed to the supervisor (chair/director/dean), routed to HR for background check and vetting, routed to risk management and legal for review, then facilities to check on space and availability. KSU employees have already completed a background check. Volunteers and people external to KSU will need a check IF they will have direct interaction with a minor ON BEHALF of KSU. People involved in these programs must be prescreened from a background perspective, meet certain standards (e.g. appropriate levels of supervision), and receive an orientation training in several areas (e.g. safety, codes of conduct, protocols for injury/illness). KSU must have a policy in place by January 1, 2017. A draft is located at <http://protectingminors.kennesaw.edu/>. Send Nwakaego feedback on the policy ASAP at asklegal@kennesaw.edu . Questions were raised about how 1-1 mentoring with high school students will be affected. Response: they will be included in the policy and will require registration and approval. Who pays for the background checks? HR says the cost of the background checks will fall back to the department. Each check costs $50 and is good for three years.

Takes effect on May 1 2017

 Need a lot more information on this; there is inconsistent and imprecise definitions here that leave all programs up in the air until May 1, 2017.

1. Ron Matson
	1. Q&A
		1. Concerns were raised about inappropriate signs being posted on campus targeting minority groups on campus and off campus in response to the recent Presidential election. EEOC office and Legal are looking into the matter. If a student become disruptive in class, tell the student to leave the class and report it as a behavioral issue. Students can make a complaint through the office of institutional equity if they have been victimized. Need to develop a policy on free speech posters etc. <http://discrimination.kennesaw.edu/index.php>
		2. If faculty raise questions about using sick time, refer them to the Faculty Handbook. Remind faculty that personnel matters go to Academic Affairs, not HR. Faculty should report sick time when they are out of class for family emergencies and being really sick. Faculty should declare sick time if they are out of class for something other then a conference even if you have someone cover your class. If you have a health issue that is more then a couple of days  you should report the sick time even if it does not conflict with your teaching schedule. This is really for auditing. If a faculty is out for an extended period and comes back half way through a semester they don’t take the remaining time as sick leave they have other responsibilities including service and research.
		3. Concerns were raised about the new IRB policies that are prohibitive to faculty and administrators’ daily duties and functions. In addition, concerns were raised about our inability to access basic department data on things such as enrollment, graduation etc. in a timely manner. IRB – needs to be greater clarity on when these forms are needed appears to be that information is going out that is more comprehensive then necessary