KSU Chairs’ and Directors’ Assembly Agenda Wednesday, 3rd May 9-11 am

Student Center Ballroom Joe Mack Wilson Marietta Campus

9am Approval of April 12th, 2017 CDA minutes

 Approved

9:05am Consent agenda with Liaison Reports

 Dawn B. shared with us her report from the Faculty Senate and and the notes from University Council which Keisha L. provided

 were discussed. Andrew N. mentioned that the seal is rarely

 used such as on diplomas such that there would be minimal cost.

 The notes of both these meetings (Faculty Senate and University

 Council are located in our CDA D2L site under this May 3rd

 meeting.

9:15am Grade Appeal Policy (Julie Newell and Val Whittlesey)

Val presented the new grade policy which is also located in our CDA D2L site under this May 3rd meeting.

9:30am Provoking Provost Postulations (Ken Harmon)

* USG reviewing and administrative structures and academic administrative structure
	+ Low enrolled programs – how many graduates are there...if it is persistent then measures need to be taken
		- BS/BA – fewer than 10 graduates per year
		- MA/MS/MED – 5
		- EDS – 5
		- Doctorate – 3
	+ Report has been uploaded to D2L
	+ There are nuances that can assist in justifying maintaining low enrolled programs
	+ Shared data on low enrolled programs
	+ Working with Rob Smith to review all KSU programs to look for early warning signs of programs that may appear of the USG list
	+ What happens to resources (faculty, operating budgets) – redeploy resources is the goal
	+ Improvement of BOR metrics? – conversations are occurring…numbers, cost, other measures, combining courses
	+ BOR mostly do not have a university background, how can we assist them in understanding the university culture? New person is joining the BOR in Houston Davis’ old position. Conversations are occurring to address this concern
	+ Sharing credits for graduates when a student transfers in or out of the institution? We receive FTE credit. It has been explored and requested. Discussions are still occurring.

9:45am Update on Policies (Andrew Newton)

* TBA Policies
	+ Restroom Act Policy – Women’s, Men’s, and single use (ADA, family, non-gender specific) for new constructions and major renovations
	+ Contracts Policy – clarify how contract and approval process work…hope to simplify the process. A new Contracts Office. This office will obtain all of the approvals. There will be a repository of contracts. Hopes for July 1st operational.
	+ Risk Management Policy – to receive lower rates.
	+ Conflict of Interest
	+ Intelligential property
	+ Freedom of Expression – from BOR – now we must have one at KSU. What constitutes a public forum…outside groups

10:00 am Ron Matson updates and Q&A

* Faculty Affairs – hires and fires PT and FT faculty. First point of contact. This is not related to choosing to not rehire a PT
* No hypothetical emails
* Fall 2017 – PT will receive five paychecks instead of 4 each semester
* Anything inside the system, including e-core, counts in their PT, partially benefitted, or full benefits status
* Low enrollment – take away – communication important
* Course format – faculty cannot change format of course from on-line, hybrid, or face-to-face mid-semester, substitutive changes – if you are gone for a meeting, you have to obtain chairs permission
* Sick time is being reviewed
* CIP codes – August – chairs will receive a table with course/degree correlations for graduate courses. Chairs will be asked to reconcile table. Plan to discuss at your first department meeting of Fall 2017.
* May 1st – National ads are created by academic affairs based on what is put into People Admin. You must use the verbiage created by Academic Affairs for your professional outlets of communications.

10:30 am Adhoc Resolution report on Holiday scheduling (Alice Pate)

* See amended Resolution of D2L.
* Call to question to vote – approved
* Approved to send the amended resolution to Provost as below:

The Chairs and Directors Assembly supports the right of individual academic departments and schools to remain open or closed between Fall commencement and the Winter Holiday period based on the needs of their faculty, students and staff. Staff and administrative faculty should be permitted to take vacation time and/or work from home to complete projects during this time if it is approved by their direct supervisor.

10:45am Executive Session – Chairs’ and School Directors’ Assembly