

KSU Chairs' and Directors' Assembly Agenda  
Wednesday, 12 October 9-11 am  
Ballroom  
Joe Mack Wilson Student Center  
Marietta Campus

General information while waiting on a quorum

- 89% against Sam Olens being appointed as President of KSU from CDA members
- 11% for Sam Olens being appointed as President of KSU from CDA members

9am                    Consent Agenda  
                          Approval of September 14, 2016 CDA minutes

- No questions posed
- Motioned and 2<sup>nd</sup> - Approved

9:15am                Liaison Reports

- AS – none
- Adult Learning - none
- Vice Chair - none
- PLA – updated bylaws to include a member of SGA. Laura meeting with department chairs regarding PLA and website
- Distance Learning – course syllabus template software negotiations working hopefully for summer
- Diversity and International Faculty- none
- Faculty Senate – QEP discussed. DO we need to know more about QEP
- Faculty & Staff Administration Review – none
- Grievance Oversight – need 2 members – chair rep and an alternate needed today per Ron. 2016-2017 policy will only need one rep. policy review and procedures. There is a Grievance Panel what will hear the grievance if it goes that far. Cannot sit on Oversight and Panel. Previous committee had to do actions. Dawn and Monica volunteered
- PPBAC - not likely to meet anymore per Ken Harmon. May be dismantled.
- Student Success - none
- University Council – meeting Dec 1<sup>st</sup>. Let Keisha know of issues or concerns
- Policy Process Council - none
- QEP - none
- Strategic Planning Committee – The committee is working on establishing a bridge plan, 2017 – 2108, that will consist of actions steps that can be completed in one year. Then once permanent president is named then 2018-2023.

9:30am

Academic Program Coordinator Responsibilities - Ron Matson,  
Kevin Gwaltney –

- The Academic program coordinator is to be an expert in that discipline to watch the curriculum.
- Presented draft of program coordinator – See D2L
- Suggestion was made to change title because some programs already have program coordinators with other responsibilities...add program coordination representative???
- Alternate title needed for staff that were hired with that title without those qualifications
- Duplication of work- many programs already have a structure established. It was stated that you can use existing structures
- Need a specific individual's name for each program, but can be changed whenever needed
- Will we need a coordinator for each degree program like Math Ed, English Ed, etc.? Kevin will ask.
- It was suggested that **ACADEMIC PROGRAM COORDINATOR**, instead of program coordinator be used throughout the document
- Add to next CDA's agenda - vote delayed

10am

Ron Matson-, Q&A

- See FAQ on P & T for 4 major changes
- Approved by the Senate at the last meeting. Two bullets were eliminated to address open records policy regarding letters (removal of letters)
- In the spirit of providing faculty the opportunity to become acclimated to the changes, the changes do not become required until 2018-2019.
- Five additional letters??
  - Historically letters address scholarship. What if you want someone to address your PS or TSM? The 5 additional letters can address other areas. The candidate can select these letter writers without input from the chair.
- Burden is on chairs is to obtain the 3 letters required letters that result from the list generated between the faculty member and the chair.
- The process of requesting letters– chairs are to request letters via phone or email. List is mutually agreed upon by chair and faculty member
- No faculty vote needed but let faculty know about changes
- Ron will resend everything he has sent on P&T changes and procedures
- Is there a timeline of when candidates need to submit their scholarship for the reviewer? Yes...around Feb/ March
- How will reviewers gain access to the scholarship that is to be evaluated? Access is determined by department/ candidate

- What goes to the reviewer? Only the scholarship or part of the narrative? – Ron will check
  
- Policy on minors – under 18
  - Anyone working with minors will have to be vetted.
  - It was stated but Ron did not confirm that, if you are employed, you are vetted. If you bring K-12 students to an event, professionals from the outside have not been vetted. If they do not go through the vetting process, they cannot be left alone with minors.
  - Issue is with legal – Ron
  - KSU students will also have to be vetted when working with minors