General information while waiting on a quorum
• 89% against Sam Olen's being appointed as President of KSU from CDA members
• 11% for Sam Olen's being appointed as President of KSU from CDA members

9am Consent Agenda
Approval of September 14, 2016 CDA minutes
• No questions posed
• Motioned and 2nd - 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 1st. 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
  
  o Anyone working with minors will have to be vetted.
  o 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.
  o Issue is with legal – Ron
  o KSU students will also have to be vetted when working with minors