

KSU Chairs' and Directors' Assembly
Wednesday, 16 August 2017
Leadership Room, Kennesaw Campus Student Center
Minutes

Present: Dawn Baunach, Olaf Berwald, Joe Bock, David Burns, Jimmy Calloway, Traci Carte, Robin Cheramie Latino, Neporcha Cone, Gregory Conrey, Jim Cope, Lance Crimm, Corrie Davis, Michele DiPietro, Yvonne Eaves, Barbara Gainey, Linda Golian-Lui, Natasha Habers, Chan Ham, Linda Johnston, Robbie Lieberman, Dan Lo, Rick Lombardo, Ron Matson, Mark Mitchell, Alice Pate, Stephen Plate, Kandice Porter, Ivan Pulinkala, Chris Randall, Traci Redish, Becky Rutherford, George Sipp, Sheila Smith McKoy, Susan Smith, Anita VanBrackle, Lewis VanBrackle, Valerie Whittlesey, Chi Zhang

Not Present: Sam Beadles, Beth Daniel, Sean Ellermeyer, Dick Gayler, Mahesh Gupta, Christian Hardigree, Hai Ho, Paula Jackson, Brett Katzman, Monica Nandan, Laura Palmer, Tony Rizzuto, LaJuan Simpson-Wilkey, Kevin Stokes, Kerwin Swint, Dale Vogelien, Ugena Whitlock, Greg Wiles, Desha Williams

Guests Present: Jeff Chastine, Richard Clune, Ibrahim Elsayy, Chris Hutt, Mike Keleher, Lynn Lamanac, Elke Leeds, Sarah Matta, Andy Pieper, Scott Reese, Lynn Stallings

Welcome and Introductions- Ivan Pulinkala welcomed new and returning members. Membership is reminded that all supporting documents are kept in D2L at the "course" Chairs' and Directors' Assembly. All voting members are enrolled as students in this course.

Minutes from 3 May 2017 approved.

Elections-

CDA committee positions were filled as follows:

- a. Secretary CDA: Alice Pate
- b. University Council: Stephen Plate
- c. Vice-Chair of CDA: Traci Redish
- d. Academic Standing: Laura Palmer
- e. Centers & Institutes: Alice Pate
- f. Distance Learning Executive Committee: Traci Redish
- g. Faculty Senate: Dawn Baunach
- h. Faculty & Staff Administrative Review: Robbie Lieberman
- i. Grievance Oversight: Monica Nandan
- j. PLA (Prior Learning Assessment): Greg Conrey
- k. Student Success: This committee has completed its work
- l. Policy Process Council: Rick Lombardo
- m. Quality Enhancement Plan: Kandice Porter

G2C Action Plan (Val Whittlesey and Scott Reese)

The attached was presented. An initiative of the John Gardner Institute which resulted in KSU's Freshman Success program, the Gateways to Completion Project was launched at KSU in 2016. We are in the second year of a three-year initiative having completed a year-long self-study. Nine other USG institutions also participated. KSU identified five high enrollment courses with DFWI rates over 20% for the project. Eventually we will branch out to other core classes which enroll more than 2000 students. Each of the five courses has a committee and a chair. Other staff and administrators were involved in the project.

The action plan includes the following items:

1. Continuation of the G2C Faculty Learning Community launched last year. Last year, 15 faculty planned a course redesign which they are launching this year. That FLC is now open to all faculty in high enrollment classes. Faculty receive compensation though the amount was unclear. It was mentioned this might be \$5K over two years. Val Whittlesey will put out a call for participants soon.
2. An Academic Learning Center to act as a hub for advising and other student success activities.
3. Additionally, it was decided to disseminate DFWI rates to all faculty so that they could compare the rates in their courses to others across the department/university. Faculty will also be able to see how students perform in a subsequent course.
4. Strengthening Supplemental Instruction using Undergraduate Learning Assistants rather than Graduate Teaching Assistants.
5. Establish a full-time core faculty group in each course to build out consistency. The committee recognized this would be challenging for part time faculty.
6. Redesign classroom spaces used by gateway courses.

Greg Conrey asked if we could improve career advising. Chris Hutt indicated that a new rollout of a gauge to measure student aptitude might help students match their strengths to a particular major or career.

Alice Pate asked about resources available for ULAs and how that might impact other strategic priorities at KSU particularly hiring more full-time faculty. Val Whittlesey replied that ULAs and course redesign had been successful at lowering DFWI rates at Florida International, Western Michigan and University of Colorado Boulder.

Val Whittlesey replied that a second cohort of institutions from the USG will be formed this year and the USG has promised additional funding. KSU may be able to receive some of this funding. No time remained for additional questions.

Early Alert Intervention Pilot (Chris Hutt, Sarah Matta, Scott Reese, Val Whittlesey)

In four of the five G2C courses, KSU will introduce an Early Alert system this fall. In the third week of class faculty will receive a link asking them to identify at risk students and indicate a

cause for concern to include attendance, academic progress, etc. The default for each student is that they are not at risk. Faculty may complete the online form in batches. Students who are deemed at risk will receive notification from their advisors who will request that they meet to discuss their progress. Eventually, this will be extended to all general education courses. At the end of the semester, there will be data on how many students respond to the alert.

Since time was short, Ivan asked that CDA members send comments to Val copied to him for discussion on our list serve.

Prior Learning Assessment (Darrin Theriault and Elke Leeds)

Darrin will take over leadership of PLA for Laura McGrath who has stepped down. Greg Conrey is our CDA rep on the committee and Becky Rutherford is chair of PLA for this next year. Fees have been set for the PLA Portfolio with a list of prices. Departments may charge a maximum of \$250. Each department has control over fees and setting costs. A chart was distributed indicating the PLA Student Road Map. This will allow students to seek credit for prior learning where it exists and point them to the correct person if they believe there could be a possible assessment. Where no credit exists, students will complete the PLA Inquiry form. Darrin will contact the chair or director about possibility of test. At this time, there are no graduate level PLA courses. Nationally the model only includes undergraduate PLA in upper level undergraduate courses.

Administrative Review (Andrew Piper)

The Faculty Senate Administrator's Review Committee is appointed by Faculty Senate and works with Faculty Affairs to implement the review each year. Documents for this year have not yet been adopted. They are still being reviewed by Legal Affairs. Faculty Senate will post updated documents. In each department, the DFC Chair needs to take charge of this process- they need to form the committee.

Every five years this process is reviewed by Faculty Senate and Staff Senate. In Spring 2018, the Senate will review the form since it has not been updated since consolidation. Chairs and Directors are encouraged to check the list of approvers when it is sent by Faculty Affairs.

Some chairs reported they have not seen these lists.

Advanced Computing Services (Tom Boyle)

Tom reported that their services are available without cost. A High-Performance Computer Sector exists to help with data analysis. They also have MatLab and can review financial process controls. It may also be possible to install software on the cluster if it can be approved by the CIO. Finally, they also offer virtual machines or security for data that can be run in a special environment.

In response to a question, Tom indicated that Orange Base is being rebuilt for student use. Biology students and HPC students also working on it.

For more information please contact Tom Boyle at tboyle@kennesaw.edu

Driver Qualification Program (Janet Nash)

Janet reviewed the policy which applies to all full-time faculty, staff and student workers. The state also includes volunteers if they drive as part of a program. The state insurance covers the act of the employee not the vehicle. All employees are protected against liability if insured.

The following are required for employees to be approved:

1. State Annual MVR Check on all employees (Faculty and staff are being asked to sign the waiver at orientation.)

2. Driver Training each year.

Level 2 clearance is required for operating a KSU vehicle or driving regularly on state business. This would not be required for taking a faculty candidate or speaker to dinner, for example.

Employees can complete an exemption form which excludes them from the insurance. At KSU, less than 40% of employees are in compliance. Compliance can be determined using the SAS report tool.

Updates from Academic Affairs (Ron Matson)

P&T – The hunt has begun for a replacement software for Course Response and DM. This year, everything must be loaded into Digital Measures except the external letters during P&T. On the date letters from the chair are due, the letter must be uploaded into DM. People behind the chair in the workflow cannot see it. Therefore, please give a hard copy of the letter to the candidate and the chair of committee. It is important that the dates on the hard copy match the date you upload the letters to the workflow. This date and time stamp with your name will be the equivalent of a digital signature. Also, every faculty letter in your department needs to be uploaded at the same time. All faculty should receive their letter on the same day.

CIP codes – Jeff Chastine and Lynn Lamanac are working to streamline the process for the SACS faulty roster. It is hoped that the justifications will be uploaded into FIS so that reports can be automatically generated. These should include the degrees that would be more or less automatically approved. The process needs to be vetted by the faculty. At this time just, we are working with graduate courses first. Soon we will be following the same process with undergraduate courses. Please turn these in by 18 September.

Hire appropriately. Specialty does depend upon the hours in the concentration. The CIP code for individual faculty define what they should be teaching. Be very specific in your list of appropriate degrees.

Graduate Faculty Status – Qualifications for Graduate Status are different from these CIP codes. Faculty need to be able to demonstrate currency in a particular field and discipline.

On a different but related topic– Ron has again been contacted on several counts by a Chair in department x that someone in department y is calling themselves Professor of x. Peoples' titles are not associated with their degree regardless of department. Things will be changing.

Overloads stipends and workloads KSU has a new internal auditor, Leslie Netter-Snowden. Currently being reviewed is justification for merit raises. Chairs may be asked to prove that there was an annual review process. The auditor will probably also be looking at additional payments made to faculty. We will be asked where job requirements justify something additional. It is important to have a list of job duties for program coordinators. These will be required for approval of stipends and overloads in the future. Concerning faculty workload we will be asked to justify course workload for faculty who are not productive.

Soon each chair/director will receive a Fall 2016 and Spring 2017 Analysis on a Faculty by Faculty basis to include SCH by individual. Chairs will have to justify this. This data will be shared with the Dean and will probably need to be shared with the DFC. The average lecturer load should be 5/5. Those with research and grants can be as low as 2/2 but the majority need to be teaching 3/3. For any course reassignment, it is important to explain the service obligations. The Faculty Handbook indicates Lecturer service should be related to a course.

Payroll – This summer there were 519 budget amendments for Distance Learning and 686 Budget amendments for other things including overloads. Please plan ahead and try to limit these. Overloads need to be approved in advance.

Ron reminded chairs to share information with faculty when asked. He also reminded chairs that any questions having to do with faculty need to be directed to Faculty Affairs not Human Resources. If HR is needed Faculty Affairs will handle this.

Faculty Development – Ron's portfolio has changed and he will now be managing Faculty Development along with CETL. The CETL Director now handles Faculty Awards. Please send any suggested activities regarding faculty development to Lynn and Michele.

On October 3 from 9:30-11am there will be a session on the topic of bullying. Location TBD. This session will be open to Chairs, Assistant Chairs, and Associate Deans as well as the Faculty Senate President but not the entire campus.

One chair asked if we still must approve hours in ADP for Part time faculty since we are the only campus requiring this.

Concerning spousal hires it was suggested that we use our RACS to try to develop a cooperative policy across the USG to retain faculty.

Chairs and Directors were encouraged to send questions and concerns to Ivan for future conversations with the Provost and the CDA leadership.

Meeting adjourned at 11:10 am.