

Chairs' and Directors' Assembly (CDA)

Wednesday, Dec. 4, 2019

Student Center Leadership Room, Kennesaw Campus

Agenda*

- 9 am Welcome, Barbara Gaaney, CDA chair
- 9:05-9:40 KSU letter to external reviewers/P&T process, Ron Matson
- Dr. Matson reviewed the history of how external letters for P&T became a requirement for P&T decisions.
- He then reviewed the process with the following highlights:
- There is a template for requests for external letters on the AA website.
- Minimum 3 letters-addressing scholarship.
- Reminder that letters are review NOT reference letters.
- Content of letters (and letter writers) are supposed to be confidential.
- External letters are meant to provide one additional piece of information for P&T decisions HOWEVER no decision is based on only on one piece of information
- Rule of thumb (with some flexibility) - Letter writer should be same rank as person being reviewed and same or similar institution (i.e.R1 or R2).
- 9:40-9:45 Digital Humanities/Scholarship project, Aajay Murphy,
Digital Scholarship Supervisor, Library
- Mr. Murphy reported that he is conducting an inventory of digit scholarship tools across campus. He encouraged the chairs to send him any information they have about their digital scholarship tools.

- 9:45-10:16 General Education Redesign, Kris DuRocher
- Dr. Durocher gave an overview of the changes in General Education and other courses being mandated by the USG. Changes are to be fully implemented by Fall 2021 however, Dr Durocher thinks that is a pretty tight timeline.
- 10:15 a.m. Approval of Nov. 6 CDA minutes (*action needed*)
- 10:15 Chairs and Directors working session-when everyone who is not nor director is asked to leave the meeting.
- 11 am Adjournment

**For information related to these presentations, visit the Chairs' and Director's Assembly D2L site. All members are enrolled in this site. Any PowerPoints, handouts, minutes or other materials will be uploaded by the Monday before our Wednesday monthly meeting. Please review these materials ahead of time to help us have an informed and interactive session.*