Previous Minutes

1. Approve 9/30/13 minutes

Old Business

1. Decentralized Course Review and Faculty-Led Distance Education Task Force Proposal
(Jackie Jones for Dick Gayler) **Second Reading**

New Business

1. Faculty Handbook Online Office Hours for Online Courses: Faculty Handbook 2.4 (p. 29)
(Randy Stuart) **First Reading**

Current Language: "Departments must establish guidelines that establish a minimum number
of hours during each week that faculty should be available on campus beyond scheduled classes."

Proposed Language: "Departments must establish guidelines that establish a minimum number
of hours during each week that faculty should be available on campus and/or virtually beyond
scheduled classes. Faculty teaching exclusively online may schedule these weekly hours as
virtual hours."

2. Federal Financial Aid Obligations: " Proposed Attendance Verification Procedures" (Kim
West) **First Reading**

We need faculty assistance to comply with Federal regulations governing the disbursement of
financial aid. Institutions disbursing Federal funds are required to verify student attendance in
classes and record the last date of attendance for students who stop attending. For students who
stop attending classes, KSU is also required to return the appropriate funds to the U.S.
Department of Education, based on the last date of attendance and institutional refund
percentages. The Department of Education requires that a school be able to document the last
known date of attendance. Attached you will find a copy of the "Proposed Attendance
Verification Procedures."

This proposal uses the existing grade submission process at the end of each semester to verify
student attendance in classes.

The new grades will be: "SA" = "stopped attending"; "NA" = "never attended." Faculty will
need to be able to document the last academic activity of each student, e.g., last quiz completed.
Faculty do not need to take attendance each class period, but may do so. Faculty retain the
autonomy to set their own express attendance policy in their respective syllabus.

3. ¨BoR Textbook Policy Compliance on Faculty-Authored Books: department review process to avoid conflict of interest (Ken White, Val Whittlesey) **First Reading**

4. Academic Program Improvement Proposal (Kevin Gwaltney, Teresa Joyce):

An updated Academic Program Assessment Plan template and examples were attached to this agenda. Please, share these documents with your department. The examples demonstrate the level of detail expected by Academic Affairs regarding the January submission for each program's three to five program outcomes and three to seven student learning outcomes. Some of the examples were derived from retrospective reports submitted in 2012-2013. These examples are informational only; they do not obligate the respective program faculty to use them. Workshops and a website with more information will be available soon. Please, contact Teresa Joyce (tjoyce@kennesaw.edu), Kevin Gwaltney (kgwaltne@kennesaw.edu) and/or Tom Pusateri (tpusater@kennesaw.edu) with questions or requests for assistance.

Information

1. Curriculog Graduate Programs: 2014 implementation news (Val Whittlesey)

2. High Impact Student Practices Update (Val Whittlesey, Beth Daniell, Amy Buddie, Beth Daniell, Maureen McCarthy, Stephanie Foote, and Brian Wooten)

3. Open Enrollment Period for Benefits (**Positive Enrollment Process: You Must Log In or You Will Lose Coverage**): 11/11 through 11/22. Contact benefits@kennesaw.edu for more information.

4. **IMPORTANT**: Need nominees for Foundations of Excellence Steering Committee (**open to all faculty**; need by 11/15) (Chair, Keisha L. Hoerrner) Send nominees to the FSEC: Faculty_Senate_President@kennesaw.edu

5. **IMPORTANT**: Need nominees for *faculty-led* strategic enrollment committee (*college Senators, please elect two members by 11/15*) (Chair, Maureen McCarthy) Send names of elected members to Faculty_Senate_President@kennesaw.edu

6. Guiding Principles - the P&T/External Letters Task Force - **Forums on 11/4 and 11/7 (12:30-1:30 p.m. in SO 1021**) (Ken White, Ron Matson)

7. Academic Program Improvement Proposal – Examples of Proposal – Contact Kevin Gwaltney and/or Teresa Joyce for questions/comments

Other Matters Arising