



Faculty Senate Executive Committee Meeting: April 5th, 2021 (12:30 PM – 1:45 PM)
Faculty Senate Meeting: April 12th, 2021 (12:30 PM – 1:45 PM)

Agenda

Opening Remarks

1. Welcome – Humayun Zafar
 - a. **Online Faculty Senate Meeting Expectations**
 - i. Please complete the attendance survey (link in the chat window) if you are a senator or a guest.
 - ii. Voting will be carried out electronically (link will be available in the chat window) and will be tracked. **Please only vote if you are a senator.** A non-senator voting will result in an immediate permanent ban from the faculty senate.
 - iii. Use the “Raise your hand” feature in order to be recognized.
 - iv. As we move forward with our senate meetings, the FSEC has heard from its members and agrees on the need to hold to correct parliamentary procedure. Motions will be preferred over discussion items so that we typically have action items on the floor. We would like to point out that there will be less time in our meetings used to announce our business items, so it will be more important than even to be familiar with all documents pertaining to our meeting.

To further promote discussion, the president of the faculty senate will begin by calling for dissenting opinions. If there are no dissenting voices, we will be able to call for a vote directly and increase efficiency in our meetings.

Old Business

1. Policy Revisions (<https://policy.kennesaw.edu/>)
 - a. Advertising Policy – Alex McGee and Alice Wheelwright
2. DLAC Revised membership – Margot Hedenstrom, Doug Moodie, and Melissa Driver

New Business

3. Approval of minutes (March 22nd, 2021 meeting)
4. ARD Changes Proposal – Ron Matson
5. Paul Parker’s Corner
 - a. State Legislative Requirements Proposal
 - b. Minor Requirements Proposal
 - c. Academic Standing Committee Policy
6. UPCC Proposed Handbook Change – Michelle Head
7. Motion on Optional 3rd Year Review – William Griffiths



8. Faculty Advisory Board Standing Committee Proposal – Todd Harper
9. Elections
 - a. Officers for FSEC –
 - i. Secretary: Doug Moodie and James Gambrell
 - ii. Marietta Campus representative: William Griffiths
 - iii. Kennesaw Campus representative: Stephen Collins
 - iv. President Elect: Todd Harper
 - v. Parliamentarian: Jeff Yunek
 - b. Liaisons: Staff Senate, Student Government Association: Part-Time Faculty Council, Chairs and Directors Assembly, and Deans Council.

Updates from the Provost and President

10. Dr. Kathy Schwaig
11. Dr. Pamela Whitten

Informational Items

12. Spring Course Evaluations will be administered between 4/12-5/18 using the Opt-out System.



Policy Title	Advertising Policy
Issue Date	[Date Policy Signed By President]
Effective Date	[Date Policy Posted On Policy Portal]
Last Updated	[Effective Date Or Date Of Most Recent Update]
Responsible Office	Office of Strategic Communications and Marketing
Contact Information	Office of Strategic Communications and Marketing Phone: 470-578-6203 Email: stratcomm@kennesaw.edu

1. Policy Purpose Statement

This document contains Kennesaw State University (KSU) policy and process for the sale of advertising in and upon designated University property and vehicles.

2. Background

The primary purpose of the University's advertising sales program is to raise revenue for a broad range of engagements and opportunities across the institution. Advertising may also be used to promote events or programs hosted by the University or health and welfare campaigns unique to the University. The sale and display of advertisements are not intended to provide a general public forum for purposes of communication but rather to make use of property held in a proprietary capacity by the University in order to augment existing revenue streams. In order to realize the maximum benefit from the sale of advertising space, the program must be managed in a manner that will generate as much revenue as practicable, while ensuring that the advertising is in line with the reputation and mission of the University.

3. Scope (Who is Affected)

The policy is intended to apply to all **sold** advertising displayed on KSU buildings, grounds, vehicles, or any other university property and applies to all KSU employees.

4. Exclusions or Exceptions

The policy does not apply to internal communications by the University, colleges, departments or student groups advertising programs, events or other topics of interest.

Deleted: There are no exclusions or exceptions.

5. Definitions and Acronyms

Advertising: A form of communication used to persuade an audience to take some action with respect to product, ideas, or services.

Commercial Speech: Advertising, the sole purpose of which is to sell or rent real estate or personal property for profit or a fee or to sell services for profit or a fee. Historically, commercial speech has been subject to content regulation to protect consumers and prevent fraud, but it is protected to a limited degree under the First Amendment.

Non-Commercial Speech: Non-commercial speech receives the highest degree of First Amendment protection. It may only be regulated pursuant to content neutral restrictions, such as restrictions on the time, place, and manner of the speech, but not content-based restrictions.

Public Forum: A public forum can be a “traditional” public forum like streets, sidewalks and parks or a “designated”/“limited” public forum like public-university meeting rooms and municipal theaters. However, if public property is deemed instead to be a “nonpublic forum,” then courts apply only a low level of scrutiny to the government’s speech restrictions on that property, requiring merely that the government regulation be reasonable in light of the purpose of the forum and not discriminate against a particular viewpoint.

6. Policy

- a. Any KSU unit seeking to sell, in or upon authorized KSU physical, electronic, digital, or print property shall first obtain the written authorization of the Vice President of their division in conjunction with the Vice President for External Affairs designee.
- b. All advertising displayed in or upon the University’s property and vehicles shall be advertising in the following categories:
 1. Commercial Advertising: Advertising the sole purpose of which is to sell or rent real estate, services, or personal property for profit or a fee.
 2. Education, community, and/or health and safety campaigns adopted and/or sponsored by the University and directed solely to the Kennesaw State University population. Such advertising will support the University’s overall goals and vision.

Deleted: or display advertising

It does not include advertising that both offers to sell property or services or conveys information about political issues, religious, moral, or other public matters outside the scope of the institution. Further, it would not include advertisements that issue, express, or advocate for opinions or positions upon any of the foregoing.

It does not include advertising that competes with University services, which the University retains the right to refuse.

7. Associated Policies/Regulations

- a. Board of Regents Policy Manual, Section 6.10.2, which prohibits the advertising of tobacco products on USG properties (<https://www.usg.edu/policymanual/section6/C2663/>)
- b. Posting and Advertising Policies for KSU’s Registered Student Organizations (<https://studentlife.kennesaw.edu/postings.php>)

8. Procedures Associated with this Policy

- a. The University reserves the right to take reasonable steps to assure that advertising sold does not create a public forum but is used only for the aforementioned purposes. The following kinds of advertising therefore will not be displayed in or upon the University’s property or vehicles:

1. Advertising for products or services related to human reproduction or sexuality, including, but not limited to, hygiene related to reproductive organs or body parts, and counseling with regard to pregnancy, abortion, or other sexual matters.
 2. Advertising for products, services, or entertainment directed to sexual stimulation or other sexual references.
 3. Advertising that is obscene within the meaning of OCGA §16-12-80.
 4. Advertising for the sale or use of firearms or weapons.
 5. All advertisements for alcoholic beverages as far as bars or parties at which alcohol will be sold and/or served, shall comply with all State of Georgia (State), federal, and local laws regulations and University policies with respect to such advertising, including the display of any warning notices as to the effect of such product as may be required by applicable law, regulation, or trade agreements or standards.
 6. Tobacco advertising shall be prohibited as required by law.
 7. No advertising shall be permitted that in any way denigrates, disparages, or defames Kennesaw State University or its faculty, operation, officers, agents, employees, students, visitors, or financial or in-kind partners.
- b. Use of the University's name, logo, slogans, or other graphic representations is subject to advance approval by the University. The University does not endorse or imply endorsement of any product or service.
 - c. The University requires all advertising copy to be truthful. Advertising copy and illustrations should not be exaggerated, distorted, or deceptive. Medical products or treatments are to be presented (treated) in a restrained and inoffensive manner.
 - d. Testimonials must be authentic and advertisers using testimonials will be required to indemnify the University against any action brought in connection with them.
 - e. Advertising that promotes contests or giveaways must comply with all applicable laws and regulations.
 - f. No advertising in or upon the University's property or vehicles shall include language, pictures, or other graphic representations that are unsuitable for exposure to persons of young age or shall be derogatory to any person or group because of race, age, social class, culture, marital status, parental status, income, military status, national origin, ethnic background, religion, gender, or sexual orientation.
 - g. No advertising shall be displayed if the display thereof would violate any federal or State law or regulation, or ordinance of the county or municipality in which the facility is located.
 - h. No political advertising shall be displayed in the University's property or vehicles. For this purpose, political advertising is defined as any of the following:
 1. Any advertising that supports or opposes the election of any candidate or group of candidates for election to any federal, State, or local government office. Advertising that promotes voting in national, state, or local elections but does not advocate for specific candidates may be accepted.
 2. Any advertising that supports or opposes any referendum conducted by the federal or State government, or by any local government, such as referenda constitutional amendments, bond issues, or local legislation.
 3. Advertising whose main message coincides with acceptable guidelines but contains political undertones.
 4. Advertisements promoting candidates for campus elections. Advertisements for voting in campus elections that do not advocate for specific candidates may be accepted. Campus elections include, but are not limited to, Student Government Association elections and homecoming court elections.
 - i. Advertising that may interfere with the University or any of its operations is prohibited.

All such advertising that falls or may fall into any of the categories defined above shall be referred to the Vice President for External Affairs, or designee, who shall determine whether the proposed advertising will be accepted. If the proposed advertising is rejected, the party or parties proposing it may request that this decision be reconsidered. Upon such request, the University's representative shall consult with the Vice President and Chief Legal Affairs Officer and the Vice President of External Affairs, who shall prepare a recommendation. The University President, or designee, on the basis of such recommendation, shall determine whether the proposed advertising will be accepted or rejected. The determination of the University President or his/her designee shall be final.

Advertising clients must agree to and sign the advertising request form and agree to the University's advertising policy. Advertising space is limited and will be sold on a first come/first serve basis.

9. Forms Associated with this Policy

There are no forms associated with this Policy.

10. Violations

The Vice President for External Affairs, or designee, shall determine the acceptability of all advertising. If the advertiser violates that approval, that same office shall determine if the violator will be permitted to purchase any future advertising. That same office will also assure that all advertising is commercial in nature unless done in support of Kennesaw State University's mission. Special review of all non-commercial advertising will be conducted to assure that a public forum is not created.

11. Review Schedule

The Office of Strategic Communications and Marketing with the Division of Legal Affairs will review the Advertising Policy annually.

**PROPOSAL TO FACULTY SENATE
UNIVERSITY HANDBOOK LANGUAGE REVISION
FOR THE
DISTANCE LEARNING ADVISORY COMMITTEE (DLAC)
(Changes in red at the request of the Faculty Senate on 3.22.2021)**

(Voted and approved by DLAC at February 23, 2021 Spring Meeting)

Digital Learning Advisory Committee - assigned to the Faculty Senate and advisory to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee.

Purpose: This committee will recommend and advise on policy related to digital learning. The results of this work will be sent to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee.

Membership:

1. Voting Member

- One elected teaching faculty representative from each degree-granting college
- One ~~appointed~~ faculty representative (appointed by the college dean) with demonstrated expertise in digital learning from each degree-granting college (i.e. a Distance Learning Coordinator)

2. Non-Voting Advisory Member

- One representative from each of the following groups:
 - i) Chairs and Directors Assembly
 - ii) Curriculum, Instruction, and Assessment
 - iii) Digital Learning Innovations
 - iv) Library
 - v) Registrar
 - vi) University Information Technology Services

Meetings: Once per month during the academic year

Term: Elected members serve a 3-year term (Initially, with staggered terms to ensure continuity of experience on the committee.)

**Digital Learning Advisory Committee
Draft Membership Roster**

	College	Name of Committee Members		Elected Three-Year Term Expires (Spring)	
1	Bagwell College of Education				
2	Bagwell College of Education			**	
3	College of Architecture and Construction Management				
4	College of Architecture and Construction Management			**	
5	College of Computing and Software Engineering				
6	College of Computing and Software Engineering			**	
7	Radow College of Humanities and Social Sciences				
8	Radow College of Humanities and Social Sciences			**	
9	Coles College of Business				
10	Coles College of Business			**	
11	College of the Arts				
12	College of the Arts			**	
13	College of Science and Mathematics				
14	College of Science and Mathematics			**	
15	Southern Polytechnic College of Engineering and Engineering Technology				
16	Southern Polytechnic College of Engineering and Engineering Technology			**	
17	Wellstar College of Health and Human Services				
18	Wellstar College of Health and Human Services			**	
19	Digital Learning Innovations			Non-Voting	Advisory*
20	Curriculum, Instruction, and Assessment (CIA)			Non-Voting	Advisory*
21	Chairs and Directors Assembly (CDA)			Non-Voting	Advisory*
22	Library Services			Non-Voting	Advisory*
23	Registrar's Office			Non-Voting	Advisory*
24	University Information Technology Services			Non-Voting	Advisory*

**Appointed faculty representative

Elected faculty reps. on initial staggered terms; Current serving members will complete their original term with the option to extend by one-year.

UNIVERSITY HANDBOOK LANGUAGE REVISION

(Voted and approved by DLAC at February 23, 2021 Spring Meeting)

~~Distance~~ Digital Learning Advisory Committee - assigned to the Faculty Senate and advisory to the Faculty Senate and the ~~Provost~~ Office of the Provost and Senior Vice President for Academic Affairs designee. ~~Executive Director for the Center for Excellence in Teaching and Learning.~~

Purpose: This committee will recommend and advise on policy related to digital learning. ~~evaluate proposals and existing processes to improve distance and technology enhanced learning.~~ The results of this work will be sent to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee. ~~Executive Director of the Center for Excellence in Teaching and Learning (CETL).~~

Membership:

3. Voting Member

- One elected teaching faculty representative from each degree-granting college
- One appointed faculty representative with demonstrated expertise in digital learning from each degree-granting college (i.e. a Distance Learning Coordinator)

4. Non-Voting Advisory Member

- One representative from each of the following groups:
 - vii) Chairs and Directors Assembly
 - viii) Curriculum, Instruction, and Assessment
 - ix) Digital Learning Innovations
 - x) Library
 - xi) Registrar
 - xii) University Information Technology Services

~~5. Representative from CETL Distance Learning Innovations (non-voting).~~

Meetings: ~~At least once per semester~~ Once per month during the academic year

Term: ~~2~~ Elected members serve a 3-year term

ANNUAL FACULTY EVALUATION (RHM; 06April2021)

I. Guiding Principles: The following recommendations were developed by a Taskforce convened by Provost Schwaig. The purpose of this taskforce was to:

1. Standardize the rating categories and the method by which the “Overall” rating is determined. This could involve “weighting” categories based on workload.
2. Investigate switching from a 3- level system (Not meeting/Meeting/Exceeding) to a 5-level system in all categories (Teaching; Scholarship/Creative Activity; Service).
3. If possible, change output of ARD to a letter format within Digital Measures.

The purpose of this standardization is to provide clarity, specificity and accountability in an across-campus, uniform method for assessing faculty annual performance. The five-level system will provide flexibility to chairs/directors/supervisors in providing a more meaningful assessment of the quality and significance of faculty performance relative to their FPA and department/college/ university guidelines.

II. Introduction

The faculty annual review, discussed in their Annual Review Document (ARD), assesses faculty members’ performance in the areas of Teaching; Scholarship and Creative Activity; and Professional Service. Conducted by the department chair/school director, it applies departmentally established standards for successful performance in these areas. In addition, it reflects workload adjustments related to faculty members’ duties within the department/school, college and university, and it takes into account faculty member’s accomplishments set forth in their previous Faculty Performance Agreement (FPA).

The annual review helps faculty members be sure they are engaging in activities that assure their success at KSU and alerts them to any areas in which improvement is needed. The annual review also forms a basis for calculating merit pay if merit pay is available. If faculty performance is determined to need improvement (rated as “needs improvement” or “unsuccessful;”, the FPA for the following year must include specific recommendations for improvement. A rating of “needs improvement” or “unsuccessful” in any one category precludes the overall rating of “highly successful” or “exemplary.”

The annual review recognizes five levels of performance:

EXEMPLARY: Exemplary performance significantly exceeds the standards described in the department/school promotion and tenure guidelines for the performance area. The quality and significance of the activities are extraordinary. Depending on the area, this level of

performance demonstrates extraordinary leadership and/or mentorship in activities that significantly impact the department, college, or university.

HIGHLY SUCCESSFUL: Highly Successful performance exceeds the standards described in the department/school promotion and tenure guidelines for the performance area. Depending on the area, the quality and significance at this level of performance may include such notable achievements as significantly exceeding the approved FPA, excelling on a specific project, task, or special assignment; assuming added responsibility for an assignment beyond the FPA that requires extraordinary commitment of time and energy; or receiving an honor or award in an area of professional activity or responsibility.

SUCCESSFUL: Successful performance means that the quality and significance of accomplishments clearly meets the standards described in the department/school promotion and tenure guidelines for the performance area. The goals in the previous year's FPA were clearly met. In addition, it is characterized by regular, productive contributions to department, college, and university goals. Successful faculty members are consistently perceived by peers and students as knowledgeable, skilled, and reliable, and they consistently interact with students, peers, and other university personnel in a professional and effective way.

NEEDS IMPROVEMENT: Performance that needs improvement may fall short of the FPA for the calendar year, and/or it may not consistently meet the standards described in the department/school promotion and tenure guidelines for the performance area. Faculty members whose performance needs improvement may require more than expected levels of supervision; they may respond ineffectively to monitoring or guidance; they may not consistently interact appropriately and professionally with students, peers, or other university personnel; or they may ignore or violate departmental, college, or university policies and procedures. A development plan created by the faculty member and department chair/school director will be designed to address issues within a one-year time span.

UNSUCCESSFUL: Unsuccessful performance falls significantly below the standards described in the department/school promotion and tenure guidelines for the performance area. This performance level may fail to attempt one or more elements of the FPA for the calendar year, and/or it may fail to address or complete an assigned remediation plan. To a significant degree, faculty members who perform unsuccessfully may frequently or egregiously interact in inappropriate or unprofessional ways with students, peers, or other university personnel; or they may repeatedly ignore or violate departmental, college, and/or university policies and/or procedures.

III. Performance Analysis

This constitutes your annual written evaluation required by Section 8.3.5.1 of the Board of Regents Policy Manual. Your assigned allocation of effort this year was [x%] teaching, [y%] scholarship and creative activity, [z%] professional service (which includes any duties as an administrator).

Check the appropriate box for each performance category. Part-time and Non-tenure track faculty members should be evaluated in applicable categories only. Non-applicable categories should be left blank or N/A entered. Tenure-track and tenured faculty should be evaluated based upon their Promotion and Tenure guidelines. Where the rating is “needs improvement” or “unsuccessful” the evaluation must provide a concrete course of action with measurable and documentable achievements expected, including a timeline for improving this rating. Faculty activity and productivity in each of the categories below may be briefly summarized as necessary by the evaluator.

<i>Performance Category</i>	<i>Performance Level</i>				
	Exemplary	Highly Successful	Successful	Needs Improvement	Unsuccessful
Teaching					
Scholarship and Creative Activity					
Professional Service					

IV. Comments about Performance

Teaching

The standards described in the department/school promotion and tenure guidelines serve as the basis for evaluation in this performance area. Evaluation should be more than just the number of classes taught and must include an assessment of quality of teaching (e.g., peer reviews, student evaluations, demand for classes from students, enrollment, and development of innovative teaching approaches).

Scholarship and Creative Activity

The standards described in the department/school promotion and tenure guidelines serve as the basis for evaluation in this performance area. Evaluation should present quantitative data where applicable (e.g., impact of journals, numbers of publications, amounts of external grant funding and sources, original creative works judged/reviewed) and an assessment of the importance of the scholarship to the field.

Professional Service

The standards described in the department/school promotion and tenure guidelines serve as the basis for evaluation in this performance area. Evaluation should assess the impact of achievements in service (e.g., documented impact of service on audiences served) and/or, for administrators, assess the progress of the unit administered toward its strategic goals with measurable outcomes that document achievement of these objectives.

V. Overall Evaluation

Performance Summary (circle one):

Exemplary Highly Successful Successful Needs Improvement Unsuccessful

This section should provide an overall assessment of the quality and significance of the activities in relation to the individual's FPA as well as department/school promotion and tenure guidelines. A rating of "needs improvement" or "unsuccessful" in any one category precludes the overall rating of "highly successful" or "exemplary."

The overall evaluation should also indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to their rank, i.e., promotion, tenure or post-tenure review as appropriate. A statement should be included to indicate that satisfactory progress in any one year does not guarantee that the faculty member will be successful in promotion and/or tenure or will have a successful post-tenure review.

Update State Legislative Requirements Proposal

Intent: It is proposed that the Undergraduate Catalog be updated to clarify the applicability of transfer credit to meet the Legislative Requirements.

Current policy published on 2020-2021 catalog

State Legislative Requirements

Undergraduate students cannot graduate or receive a degree without successfully completing course work or passing a satisfactory examination on the history of the United States and the history of Georgia and the provisions and principles of the United States and the Constitution of Georgia.

HIST 2112 or HIST 2111 with a grade of "D" or better satisfies legislative requirements for US & GA History provided an emphasis in US and GA content is evident; POLS 1101 with a grade of "D" or better satisfied US & GA Constitution provided an emphasis in US and GA government content is evident. An exemption exam is required for students with transfer credit that do not meet the aforementioned standards.

Proposed changes (in bold)

State Legislative Requirements

Undergraduate students cannot graduate or receive a degree without successfully completing course work or passing a satisfactory examination on the history of the United States and of Georgia and the provisions and principles of the United States and the Constitution of Georgia.

KSU degree-seeking students satisfy these requirements by attaining a grade of "D" or better in the course POLS 1101 along with the course HIST 2111 or HIST 2112.

Transfer credit may also satisfy all the requirements if:

- **The equivalent course work to the above courses is from a USG institution**
- **The course(s) differs from the above courses, but it is established that it meets the legislative requirements of the particular USG institution**
- **The equivalent course work to the above courses has been approved as satisfactory for legislative requirement purposes from TCSG institutions or other regionally accredited post-secondary institutions in the State of Georgia**

Transfer credit equivalent to the above courses from outside the State of Georgia or from credit-by-exam mechanisms will have history of Georgia and Constitution of Georgia requirements unmet. Degree-seeking students in these cases will have to take the KSU course (s) or pass the relevant Georgia History and/or Georgia Constitution exemption examinations offered through the KSU Testing Center. Students wishing to take the test may email the KSU Testing Center at ksutesting@kennesaw.edu.

Rationale: The proposed change will lessen ambiguity regarding the course work that meets legislative requirements. It provides a more defined understanding of applicability and fulfillment of the

Update State Legislative Requirements Proposal

requirements for all students that have transfer credit via credit by exam or course work. It reinforces that CLEP or DSST will not complete the requirements for graduation purposes.

Update Minor Requirements Proposal

Intent: It is proposed that the Undergraduate Catalog be amended to require the student to declare the minor no later than the term before they plan to graduate. The proposed changes are intended to ensure compliance with *USG Academic and Student Affairs Handbook*, Section 2.3.1, Majors and Minors and to ensure each student pursuing a minor completes the minor requirements during the same semester or before the student completes the degree requirements.

Current policy published in the 2020-2021 Undergraduate Catalog

Minor Requirements

- A minor program is a prescribed area of academic study consisting of 15-18 semester hours.
- At least nine of the required hours must be at the upper-division level, i.e. courses numbered 3000 or above.
- At least six credit hours of the upper division credit hours must be earned in residence at KSU.
- The prescribed courses for a minor may be taken from one or more academic disciplines. Courses taken in Core Area F (lower division major requirements) may be counted as coursework in the minor.
- Courses taken to satisfy Core Areas A through E (general education) may NOT be counted as coursework in the minor.
- Students must earn a grade of at least "C" in all course work applicable to a formal minor.
- When a student's major and minor require the same courses, there is no limit on duplicative credit. 100% sharing between the major and minor is permitted. A course may satisfy the requirements of a major, a first minor and a second minor.

In order to graduate with a minor that will be noted on the student's permanent record, the student must declare the minor through Owl Express. Additional minors must be declared through the Office of the Registrar using a completed and approved minor form.

Proposed policy (**with emphasis of proposed changes**)

Minor Requirements

- A minor program is a prescribed area of academic study consisting of 15-18 semester hours.
- At least nine of the required hours must be at the upper-division level, i.e. courses numbered 3000 or above.
- At least six credit hours of the upper division credit hours must be earned in residence at KSU.
- The prescribed courses for a minor may be taken from one or more academic disciplines. Courses taken in Core Area F (lower division major requirements) may be counted as coursework in the minor.

Update Minor Requirements Proposal

- Courses taken to satisfy Core Areas A through E (general education) may NOT be counted as coursework in the minor.
- Students must earn a grade of at least "C" in all course work applicable to a formal minor.
- When a student's major and minor require the same courses, there is no limit on duplicative credit. 100% sharing between the major and minor is permitted. A course may satisfy the requirements of a major, a first minor and a second minor.
- **A declaration of minor must be submitted via the change major/minor link in Owl Express no later than the term before the petition to graduate is submitted. It is highly recommended that if a student plans to complete a minor, the student consults an advisor to submit the minor declaration three semesters prior to degree completion.**
- **All requirements for a minor must be completed during or before the semester of degree completion.**

In order to graduate with a minor that will be noted on the student's permanent record, the student must declare the minor through Owl Express. Additional minors must be declared through the Office of the Registrar using a completed and approved minor form **posted on the Registrar Forms website** (<https://registrar.kennesaw.edu/forms.php>).

Rationale: Many students have completed minor requirements after completing major requirements and graduating from KSU. USG policies do not allow for a minor to be awarded as a stand-alone credential after the degree has been awarded. There are potential financial aid complications for students because once graduated, the student is no longer eligible for Zell/HOPE and Pell. Further, many students declare a minor during the semester they plan to graduate but are not registered for the courses needed to complete the minor. The proposed change is intended to encourage students to declare and complete a minor sooner, ensuring compliance with USG and financial aid regulations.

Academic Standing Committee - assigned to the Faculty Senate and advisory to the Registrar

Purpose: This committee will evaluate petitions for exemptions to academic regulations in the area of withdrawals, retention, dismissals, grade changes, graduation requirements, and other matters of academic standing. The results of this work will be sent to the Provost and the Registrar.

Membership:

1. *Voting:*

- a. One elected representative from each degree-granting college serving renewable two-year terms
 - i. The following colleges shall elect a committee member in the spring of each even-numbered year to begin service in ~~May~~ **August** of that year as a voting member: Bagwell College of Education, College of Computing and Software Engineering, College of Science and Mathematics, College of the Arts, Wellstar College of Health and Human Services.
 - ii. The following colleges shall elect a committee member in the spring of each odd-numbered year to begin service in ~~May~~ **August** of that year as a voting member: Coles College of Business, College of Architecture and Construction Management, College of Engineering and Engineering Technology, Radow College of Humanities and Social Sciences.
 - b. The Chairs' and Directors' Assembly shall elect a committee member in the spring of each ~~even~~ **odd**-numbered year to serve a renewable two-year term to begin service in ~~May~~ **August** of that year.
2. Appointed: Registrar, Registrar Representatives, Financial Aid representative, Student Affairs representative, Office of the Provost representative. Appointed administrative members shall be non-voting with the exception that the Registrar (or proxy) shall vote in the case of a tie.

Meetings:

1. Committee Chair: The Registrar or designee shall serve as the chair of the committee. The Chair will set dates and times of committee meetings.
2. In order to provide timely and relevant answers to the students who petition the committee, the committee shall meet as needed.
3. Quorum is determined to be at least four voting members. Members who will be absent are to provide for a proxy.
4. Members must notify the Chair of a proxy, in the case of absence, at least one week before the committee meeting.

Newell Note: the corrections marked in red account for current practice in the Colleges and balance the number of new members to continuing members in each cycle

Proposed change to the University Handbook – Section 3.1.2

Original Version

Undergraduate Policies and Curriculum Committee (UPCC) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost

Purpose: This committee evaluates proposed changes to the undergraduate curriculum for consistency with University policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.

Membership:

1. Two elected faculty members from each degree-granting college
2. One from Honors College
3. One elected from the General Education Council
4. Associate Vice President for Curriculum
5. Office of Curriculum Support
6. One representative from Accreditation and Policy
7. One librarian
8. Registrar
9. Director of Distance Learning Innovations
10. Two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Affairs

Term: 3 years

Proposed Version

Undergraduate Policies and Curriculum Committee (UPCC) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost

Purpose: This committee evaluates proposed changes to the undergraduate curriculum for consistency with University policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.

Membership:

1. Voting
 - a. Two elected faculty members from each degree-granting college
 - b. One from Honors College
 - c. One elected from the General Education Council
 - d. Two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Affairs
2. Ex-officio (non-voting)
 - a. Associate Vice President for Curriculum
 - b. Office of Curriculum Support
 - c. One representative from Accreditation and Policy
 - d. One librarian
 - e. Registrar
 - f. Director of Distance Learning Innovations

Term: 3 years

On Optional Reviews For Non-Tenure Track Faculty:

Faculty handbook, section 3.10, subsection B, paragraph 2, on Faculty Performance Expectations for Lecturers and Senior Lecturers, begins with the following language:

“Departments and colleges with non-tenure track lecturer faculty must incorporate into their guidelines the criteria for the promotion review for these faculty members. Departments and colleges may also establish an optional third-year review for non-tenure track faculty to provide feedback for an optional promotion review.”

It has been the practice of the administration to interpret that this third-year review is optional for the entire department; that is, a department or college may establish an optional third-year review for all lecturers or no lecturers.

Motion:

The Faculty Senate recommends that the quoted language of section 3.10, subsection B, paragraph 2 be changed to read:

Departments and colleges with non-tenure track lecturer faculty must incorporate into their guidelines the criteria for the promotion review for these faculty members. Departments may also establish a third-year review, entered at the option of the non-tenure track lecturer faculty member, to provide feedback for an optional promotion review.

The Faculty Senate recommends that the language of section 3.7, paragraph 4, sentence 3, be similarly changed to:

Departments may also establish a third-year review, entered at the option of the non-tenure track clinical faculty member, to provide feedback for an optional promotion review.

The Faculty Senate recommends that the language of section 3.9, paragraph 4, sentence 3, be similarly changed to:

Departments may also establish a third-year review, entered at the option of the non-tenure track research faculty member, to provide feedback for an optional promotion review.

Senate Proposal

The Annual Country Study Program Faculty Advisory Board (ACSP-FAB), which currently reports to the Division of Global Affairs, requests the Faculty Senate that it be made into a Senate Standing Committee. The ACSP-FAB along with the DGA Faculty Fellow for the ACSP oversees the running of the Annual Country Study Program, including selecting countries of study and Global Faculty Fellows (faculty who participate in a learning community for the countries selected), making changes to the ACSP structure, and advising the Vice-Provost for the Division of Global Affairs.

By Laws:

Membership:

1. Six full-time permanent faculty members from different colleges (Ex officio: DGA Faculty Fellow for ACSP and DGA representative).
2. Members are selected by the Senate and should represent as many different colleges as possible. The Senate will seek volunteers and then approved a slate. (Get back Humayun)
3. Members serve for three-year terms.
4. The Chair is selected by the committee

Responsibilities:

1. Evaluate and revise components of the ACSP based on assessment data, faculty feedback, and senior leadership feedback.
2. Based on continuous evaluation, revise the process for soliciting proposals for individual countries and regions of study, components of the proposal, and the process for selection of proposals and revise the Call for Proposals accordingly.
3. Review proposals and make final selection for individual countries and regions of study.
4. Evaluate and revise the process for soliciting applicants for the ACSP Global Faculty Fellows, components of the application, and the process for selection of applicants.
5. Evaluate and revise the process for soliciting proposals for College Spotlights, components of the proposal, and process for selection of proposals.
6. ACSP Website: Review annually and recommend revisions.
7. Brainstorm ideas and make marketing recommendations.
8. Review attendance and survey data for individual country programs.
9. Develop a structured evaluation plan.
10. Advise DGA on ACSP issues as requested (e.g. community concerns, partner issues). Provide input as requested.

