

Faculty Senate Executive Committee Meeting: November 30th, 2020 (12:30 PM – 1:45 PM)
Faculty Senate Meeting: December 7th, 2020 (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.

New Business

2. Approval of minutes (November 16th, 2020 meeting)
3. Online Spring meetings – Humayun Zafar
4. Cross leveling policy – Xiao Huang and Nihal Khote
5. Student evaluation motion – Todd Harper

Informational Items

6. [Committee on Academic Freedom \(CAF\)](#) – Need five tenured faculty members
 - a. Volunteers: Tim Hedeem, Rebecca Hill, Rebecca Petersen, Andy Pieper, and Hans Skott-Myre
7. Student evaluation motion – Darina Lepadatu
 - a. Faculty Senate motion passed in February to extend the course evaluation period to almost 5 weeks starting this semester:



"For Fall and Spring terms, the evaluation period is available three weeks before classes end until 5 days after grades become available. For Summer terms, the evaluation period is available one week before classes end until 5 days after grades become available. Students will NOT be able to take the course evaluation after they have seen their grades. Faculty will receive the course evaluation results soon after the course evaluation survey is completed (6 days after grades are submitted). When checking for their final grades, students would be offered the option to complete course evaluations. They would be permitted to decline (i.e., no withholding) but they would have to actively do so by clicking an opt-out button."

KSU POLICY ON COURSE CROSS-LEVELING 2020

Committee members:

- Dr. Kristina DuRocher Professor of History
- Dr. Michelle Head Associate Professor of Chemistry, current **UPCC** Chair
- Dr. Xiao Huang Professor of Economics
- Dr. Nihal Khote Assistant Professor of TESOL
- Dr. Cherilyn McLester Professor of Exercise Science, past **GPCC** Chair

POLICY IN OTHER USG AND PEER INSTITUTIONS

USG Institution	Cross-listed/-leveled policy?
Augusta Univ.	Yes
Georgia Tech	Yes
Univ. of Georgia	Yes
Georgia State	Yes
Georgia Southern	Yes
Valdosta State	No (but requires catalog documentation)
Univ. West Georgia	No
Kennesaw State	No 😞

- Current cross-listing and cross-leveiling practices bypass both UPCC and GPCC and these courses are not recorded in the KSU catalog.
- Therefore, in 2019, UPCC and GPCC requested a policy to guide their work.
- **The policy goal is to provide University guidelines on course cross-listing and cross-leveling and to maintain the integrity and quality of the curriculum offered at KSU.**
- The Committee reviewed policies from more than 20 institutions.

THE TIMELINE OF THE COMMITTEE'S WORK

The Committee was formed.

- Draft circulated to UPCC, GPCC, DC, CDA and FS to collect feedback.
- Survey sent to all faculty for feedback.
- Had f2f and virtual meetings and phone calls with several departments and colleges.

10/2019

11/2019 – 1/2020

2/2020 – 3/2020

11/2020

The Committee drafted the policy.

Voted down by FS.

POLICY ON COURSE CROSS-LEVELING

A cross-leveled course is a course that is offered by departments across numbers and/or level. The two courses that are cross-leveled are owned by the same department. It must have documentation with the Office of the Registrar and a proper description in the course catalog. (Requests for policy exceptions may be submitted to UPCC and/or GPCC.)

1. Cross-leveled courses are limited to the following two course pairs: 1) undergraduate upper division course/graduate course, and 2) graduate course/doctoral course. 9000 level special topics, directed study, theses, internships, practica, and dissertation courses may not be cross-leveled.
2. Cross-leveled courses must be supported by a rationale for combining students of different levels.
3. Cross-leveled courses must ensure there is a clear distinction between the requirements of undergraduate and graduate students or graduate and doctoral students, with more advanced course work for the higher-level degree program. This will be demonstrated in two different syllabi that include, but are not limited to, different objectives, assessments and/or outcomes.
4. Cross-leveled courses at the graduate level must be taught by faculty with graduate faculty status.
5. Sections of cross-leveled courses must share the same modality.

KSU Policy on Course Cross-leveling

A cross-leveled course is a course that is offered by departments across numbers and/or levels. The two courses that are cross-leveled are owned by the same department. It must have documentation with the Office of the Registrar and a proper description in the course catalog.¹

Rationale: Cross-leveling needs to be supported by compelling academic reasons. Once two courses from the same department are cross-leveled, students need to have access to this information. Hence it is important for a cross-leveled course to have a proper description in the course catalog.

1. Cross-leveled courses are limited to the following two course pairs: 1) undergraduate upper division course/graduate course, and 2) graduate course/doctoral course. 9000 level special topics, directed study, thesis, internships, practica, and dissertation courses may not be cross-leveled.

Rationale: The KSU catalog has the following classification of courses by level:

“Courses of instruction for degree credit in the curriculum of Kennesaw State University will be divided into four categories: lower division, upper division, graduate and doctorate. Lower division courses (typically regarded as freshman and sophomore level courses) are numbered 1000-2999; upper division courses (typically regarded as junior and senior level courses) are numbered 3000-4999; graduate courses are numbered 5000-7999; doctoral courses are numbered 8000-9999.”

<http://catalog.kennesaw.edu/content.php?catoid=45&navoid=3297&hl=course+number&returnto=search>

Cross-leveled courses should not jump more than one category, based on a KSU policy regarding academic credit that states “Graduate students must use graduate-level work to complete their degree requirements. Additionally, undergraduate coursework may not substitute or transfer more than one level; (i.e. 1000-level course may not be used for 3000-level courses and vice versa). Graduate-level work may be used in the undergraduate degree if an Accelerated Bachelor’s/Master’s policy is in place (maximum 12 credit hours).”

We do not want to create a cross listing policy that would not align with the other ways that we award credit. This quote is from a document submitted to SACSCOC regarding standard 3.4.4

Also, Augusta University which is in the USG and is SASCOC accredited has this number convention so that should be a note to us that there are likely good reasons for such a

¹ Requests for policy exceptions may be submitted to UPCC and/or GPCC.

policy. <https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

2. Cross-leveled courses must be supported by a rationale for combining students of different levels.

Rationale: The awarding of graduate-level credit is required by our accrediting body to demonstrate the following:

“graduate degree programs are progressively more advanced in academic content than undergraduate programs and are structured (a) to include knowledge of the literature of the discipline and (b) to ensure engagement in research and/or appropriate professional practice and training.” (SACSCOC Principle 9.6).

Thus, there must be a rationale or explanation as to why this course is appropriate for both undergraduate and graduate students and how these additional requirements will be met.

3. Cross-leveled courses must ensure there is a clear distinction between the requirements for undergraduate students and graduate students, with more advanced course work for the higher-level degree program. This will be demonstrated in two different syllabi that include, but are not limited to, different objectives, assessments and/or outcomes.

Rationale: The SACSCOC Resource Manual expounds on the concept that “...graduate degree programs are progressively more advanced in academic content than undergraduate programs...” by stating, in part:

Graduate education builds upon the foundation of undergraduate education. Hence, there is an expectation that postgraduate professional degree programs and graduate programs demand more rigor and higher-order learning than undergraduate work on the same subject. Post-baccalaureate degree programs are progressively more complex than similar undergraduate programs. This expectation for graduate education also implies that requirements in courses not exclusively designed for graduate credit, but that allow both undergraduate and graduate enrollment, ensure that there is a clear distinction between the requirements of undergraduate students and graduate students.

4. Cross-leveled courses at the graduate level must be taught by faculty with graduate faculty status.

Rationale: Currently all graduate courses need to be taught by approved graduate faculty members where the faculty has a degree CIP code that aligns with the course CIP code. In cases where the CIP codes do not match a justification is provided by the faculty member and further reviewed. Permission to teach is also possible for those who cannot earn provisional or full graduate faculty status (e.g., no terminal degree, but noted expertise in an area). The GPCC Executive Committee currently reviews all graduate faculty status

applications. An approved application citing specific graduate courses to be taught remains on file with the graduate college.

5. Sections of cross-leveled courses must share the same modality.

Rationale: The goal of these courses are to have a shared experience with additional depth in the more advanced level. Thus these courses must share a modality, otherwise they are not cross-leveled but rather two separate courses being offered at the same time.

English Department Motion – Student Evaluations

Whereas several fall 2020 classes shifted modalities at the last minute, creating additional work for faculty, and

Whereas several students who expected their classes to be F2F or Hybrid, but were disappointed that their classes suddenly shifted to an online or rotational model involving touch points, and

Whereas these shifting modalities could negatively affect student evaluations,

The Faculty Senate resolves that faculty should have the choice of whether to include those student evaluations within their annual reviews and/or PTR portfolios.