HSS College Faculty Council Meeting

**Minutes**

27 January 2015

Attending: Dr. Chuck Aust, Dr. Jeanne Bohannon, Dean Robin Dorff, Dr. Beth Giddens, Dr. LeeAnn Lands, Dr. Gail Markle, Dr. Chris Randall, Dr. Ernesto Silva, Dr. Jun Tu, Dr. Patricia P. Wood (substituting for Dr. Lynn Fedeli).

1. Approval of Minutes
   * The minutes from the 18 November 2015 meeting were approved with a minor change to the second bullet under item 3.
2. Welcome of new members
   * Dr. Jeanne Bohannon will represent Digital Writing and Media Arts (DWMA).
   * Dr. Chris Randall will represent Psychology.
3. Dean Dorff: CHSS Budget Update, Initiatives, Developments, Policies, Misc.
   * Marietta and Kennesaw campuses have been officially consolidated. Scheduling issues are being worked through, and conflicts in course offerings are not yet settled though consultations are underway to address these. Faculty have moved to new department assignments, but grade appeals and other administrative issues are still separate.
   * The budget is in good shape though some unexpected faculty medical leaves have caused staffing changes that have tightened it. Budget consolidation is partially complete and will be finished by July.
   * $4.5 million in savings from consolidation may not translate into additional funds this year because funds are still needed for one-time consolidation costs such as signage. The dean is lobbying for permanent increases to funding for lecturers and limited-term faculty as well as classroom space and advising.
   * President Papp’s January campus update outlined a series of reports and SACS visits to finalize consolidation. These will begin in the summer and continue through 2016.
   * BoR new degree approval: B.S. in Public Relations. The B.A. in Asian Studies is nearing approval.
4. Student Harassment, Bullying, or Stalking of Professors: Policy needed?
   * The dean and upper administration are aware of a number of incidents and problems. They are working with Flora Devine of Legal Affairs and with campus police to address specific incidents. The Faculty Senate is working on a policy that will offer faculty more options and protections from a hostile work environment. Until then, clear and specific syllabus statements about expectations for student conduct are recommended. Faculty may also always call campus police if a problem situation arises. Workshops for faculty will take place this semester. The question was raised about the CFC crafting a statement about the issue, but no decision was made.
   * UPDATE: A Feb. 17th workshop on student mental health was cancelled because of weather concerns. Dr. Olaf Berwald expects to reschedule this event for late March.
5. KSU-SPSU Consolidation: Update, DWMA Curriculum Review Committee
   * This committee will work to untangle remaining conflicts between three DWMA degree programs and their courses with existing ones in Communication and English. DWMA may continue to offer online courses that existed before consolidation and were approved under the SPSU system. DWMA may not admit new students to its programs, but it may recruit majors as long as they are undesignated. Issues are not likely to be resolved before fall registration begins this semester.
6. Digital Measures: Access and Confidentiality

* Dean Dorff commented that the goal was to have all Kennesaw faculty in the DM system with their information, and that we are at or very near that goal, although it has been “painful” in some departments. The goal was NOT to have all departments complete the annual review process fully electronically, and chairs were encouraged to keep it as easy as possible beyond the data entry stage.  Therefore, the process and the pain vary across departments.  The dean has encouraged chairs to do whatever they can and make whatever adjustments to mitigate the complications and the “pain.”
* Glitches in the system will be reported the IT folks, and the continued problems and extra work involved in using DM will be conveyed to the provost.
  + It is appropriate for department chairs to access faculty members’ materials on DM for annual review purposes. There is no confidentiality issue in this use of DM.
  + DM is not yet in use at the Marietta Campus.
  + It is not likely that P&T will be conducted using DM next year.

1. Timely Dissemination of CFC News
   * When necessary, CFC members may share information with their departmental colleagues via unofficial notes, in conversation, and at department meetings before official CFC minutes are approved. CFC members using unofficial notes should distinguish between unofficial reports and approved minutes.
2. Performance Reviews for Program Directors via DFCs
   * The question of whether a DFC may establish a means for departmental faculty to provide feedback about the performance of a program director who has a supervisory role over faculty was raised. The dean took this question under consideration and asked that it be forwarded via e-mail to Dean Leger and himself.
3. Other Business?
   * A concern about low response rates in student evaluations of their instructors was raised. In particular, a few negative comments may wrongly characterize an instructor’s teaching when response rates are very low. This issue continues to be a point of discussion in CHSS and Academic Affairs, but until a systemic remedy is discovered, perhaps faculty may require assessment as part of course completion if they write the requirement into their syllabi at the beginning of the semester and make the requirement known to students well in advance. Dean Dorff will look into whether this practice is allowable.