



FACULTY SENATE

TO: Members of the Faculty Senate and Guests **DATE:** March 2, 2020
FROM: Pamela E. Grimm, Chair of the Faculty Senate
SUBJECT: Agenda and Materials for the March 9, 2020 Faculty Senate Meeting

Attached you will find the agenda and the materials for the March 9th Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Refreshments will be provided.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the February 10, 2020 Faculty Senate Meeting Minutes
5. Chair's Remarks
6. Interim Provost's Remarks
7. Election of At-Large Member for the Faculty Ethics Committee
Candidates are David Kaplan and Oana Mocioalca
8. New Administrative Policy Regarding Animals on University Property
(Presented by Lamar Hylton, Interim Vice President for Student Affairs)
9. Old Business:
 - A. Action Item: 3-02 University Policy on Instructors in Courses Carrying Academic Credit
 - B. University Calendar – Discussion of Moving Spring Break
10. New Business
11. Announcements/Statements for the Record: Faculty Senate Spring Forum: Responsibility in the Faculty-Student Partnership is set for Friday, April 3rd, 12:00 – 2:00 p.m.
12. Adjourn



FACULTY SENATE

Meeting Minutes

February 10, 2020

Senators Present: Simon Adamtey, Omid Bagheri, Kathy Bergh, Sheryl Chatfield, Jeffrey Child, Michael Chunn, Jeffrey Ciesla, Sue Clement, Tammy Clewell, Alice Colwell, Jennifer Cunningham, Ed Dauterich, Jean Engohang-Ndong, Christopher Fenk, Pamela Grimm, Angela Guercio, Mariann Harding, Todd Hawley, David Kaplan, Darci Kracht, Cynthia Kristof, Janice Kroeger, Tracy Laux, Richard Mangrum, Mahli Mechenbier, Oana Mocioalca, Deepraj Mukherjee, Kimberly Peer, Vic Perera, Rocco Petrozzi, Linda Piccirillo-Smith, Helen Piontkivska, Terri Polanski, Susan Roxburgh, Deborah Smith, Blake Stringer, Robert Twieg, Robin Vande Zande, Theresa Walton-Fisette, Molly Wang, Donald White, Kathryn Wilson, Haiyan Zhu, Melissa Zullo

Senators Not Present: Ann Abraham, Edgar Kooijman, Denice Sheehan, Brett Tippey

Ex-Officio Members Present: President Todd Diacon; Interim Senior Vice President and Provost Melody Tankersley; Senior Vice Presidents: Mark Polatajko; Interim Vice President Rebecca Murphy; Vice Presidents: Alfreda Brown, David Dees, Jennifer Kulics for Lamar Hylton, James Raber for John Rathje, Charlene Reed, Stephen Sokany, David Ochmann for Willis Walker, Jack Witt; Deans: Jeff Hallam for Sonia Alemagno, James Blank, Christina Bloebaum, Allan Boike, Barbara Broome, Ken Burhanna, John Crawford-Spinelli, James Hannon, Eboni Pringle, Amy Reynolds, Frank Congin for Alison Smith, Deborah Spake, Cynthia Stillings

Ex-Officio Members Not Present: Vice Presidents: Paul DiCorleto, Mary Parker; Dean Mark Mistur

Observers Present: Thomas Janson (Emeritus Professor), Anna Solberg (GSS)

Guests Present: Sue Averill, Keiran Dunne, Tameka Ellington, Larry Froehlich, Lynette Johnson, Tess Kail, Karen Keenan, Valerie Kelly, Dana Lawless-Andric, Austin Melton, Anthony Molina, Mandy Munro-Stasiuk, Jennifer Piatt, Amy Quillin, Gail Rebeta, Hollie Simpson, Therese Tillett, Andrew Tonge

1. Call to Order

Chair Grimm called the meeting to order at 3:20 p.m. in the Governance Chambers, Kent Student Center.

2. Roll Call

Secretary Dauterich called the roll.

3. Approval of the Agenda

Chair Grimm asked for a motion to approve the agenda. A motion was made and seconded (Mocioalca/Fenk). The agenda was approved unanimously.

4. Approval of the Faculty Senate Meeting Minutes of December 9, 2019

Chair Grimm asked for a motion to approve the minutes from the September 9, 2019, Faculty Senate meeting. A motion was made and seconded (Piccirillo-Smith/Chunn).

The minutes were approved with one minor change.

5. Chair's Remarks

Chair Grimm delivered her remarks. [Attachment]

She then invited comments or questions. There were no comments or questions.

6. President's Remarks

President Diacon began by announcing the schedule for upcoming May 4th events. He first thanked the May 4 50th Commemoration Advisory Committee. He individually acknowledged Chic Canfora, Ethan Lower, Uma Krishnan, Rod Flauhaus, Lashonda Taylor, and Char Reed for their efforts. President Diacon said that it was important for him to share the schedule of events with Faculty Senate first, both to honor professors but also to honor the previous contributions of the Faculty Marshals (members of the faculty who served as observers and mediators at major events on May 4, 1970 and afterward). The president described the actions of the marshals prior to May 4, 1970, their difficulties during the shootings, and the legal actions that followed those events. He then called for applause for the Kent State University Faculty Marshals of 1970. There was much applause. The president then mentioned the current political divisions in the country, and pointed out that because of our history and the upcoming May 4th events, we have the opportunity to share the painful lessons of Kent State and point toward the benefits of respectful dialogue and reconciliation and to remind everyone what can happen when rancor and polarization replace free speech and reasoned conversations. He then thanked the audience for modeling behaviors that shape and save lives, and for helping students understand the power of free speech and the importance of listening to those whose views and opinions do not reflect their own.

He then elaborated on the following forthcoming events being held: (1) the Department of History will hold a symposium titled "New Directions in Scholarship on the Vietnam War" on Saturday, February 29; (2) the Cleveland Chamber Choir will hold a concert called "We March ON! Music of Social Justice" at the Kent United Church of Christ on Saturday, March 7th; (3) a panel entitled "Leading through Tragedy," moderated by Emeritus President Beverly Warren, which will bring together leaders from Northern Illinois University, Virginia Tech University, and Chardon High School to speak about leading through the tragedy of school and campus violence on Thursday, March 12 in the Kiva; (4) a photography exhibition entitled "Witness: The Pivotal Role of Students in Documenting the May 4th Shootings" beginning April 17th and running through early May; (5) an April 30th presentation from students who left the Kent Campus after the shootings on May 4, 1970, and met with then President Nixon to discuss what happened; (6) a May 1st panel featuring John Filo and Howard Ruffner, former student photographers who took pictures of the events on May 4th that earned them the Pulitzer Prize and a cover of Life Magazine, respectively; (7) a benefit concert in the Memorial Athletic and Convocation Center (M.A.C.C.) on May 2nd to raise money to endow four scholarships in the names of the four slain students for students who are currently majoring in and will major in the School of Peace and Conflict Studies; (8) a luncheon on

May 3rd featuring Emeritus Professor of History at Columbia University and Pulitzer Prize winner Eric Foner as the keynote speaker; (9) the May 3rd Presidential Speaker Series featuring Jane Fonda; and, (10) the May 4 Commemoration Ceremony featuring Professor Laurence Tribe the noted Harvard Law professor. He mentioned that additional programming can be found on the May 4th website: www.kent.edu/may4kentstate50.

President Diacon closed by saying that this year, the eyes of the world will be upon us, and he asked the audience to embrace the Kent State core values as we model for the world the lessons of the shootings of May 4, 1970. He acknowledged that freedom of speech can sometimes create discomfort as we hear others profess things that go against our beliefs, but that we must respect the rights of others to speak their minds just as we exercise the right to speak what is on our minds. He also advised the audience to keep in mind that at Kent State, we act with kindness and respect in all that we do.

President Diacon then invited comments and/or questions.

Senator Kracht asked which events would require tickets.

President Diacon said the Faculty Marshal breakfast requires a reservation, and the concert will require purchasing a ticket. He also mentioned an event that was not on the list—a presentation by Professor Tammy Clewell on the memorial that was constructed in 1990.

There were no further comments or questions.

7. EPC Items:

A. Action Items:

1. College of Aeronautics and Engineering: Establishment of the Aerospace Engineering major within the Master of Science and Doctor of Philosophy degrees. Minimum total credit hours to program completion are 30 for the M.S., 60 for post-master's Ph.D. and 90 for post-baccalaureate Ph.D. Effective fall 2020 pending final approvals. [Proposal](#)

Dean Bloebaum asked Senator Stringer to discuss the proposal. Senator Stringer said that the first students in the Aerospace Engineering Program entered in 2016, so they graduate this spring. Since that time, students in the program have held internships at NASA Armstrong, Heroux Devtek, Kitty Hawk, and Saint-Gobain. The first female Aerospace Engineering graduate, Sydney Bihn, received a Brooke Owens Fellowship, one of only 38 young women around the country to do so. The students also placed well in regional and national aerospace design competitions. Over the last year, the faculty and staff have worked to develop master's and Ph.D. programs. He mentioned that the aerospace industry is really a pillar of our American economy and that Ohio is number eight for aerospace jobs and the number one component manufacturing supplier to the aerospace industry.

The faculty are participating in 3.75 million dollars' worth of research toward unmanned aircraft. The proposal is for two degrees: a master of science at 31

credit hours and a Ph.D. which would be 60 hours above a master's, or 90 credits from a bachelor's degree.

The faculty has grown from five in 2013 to about 15 at present. He said that if the motion was to be approved, Kent State will be one of only three public universities in Ohio to offer graduate level degrees in aerospace engineering, and it will be the only public institution in the northern part of the state. He then urged senate to vote in favor of the motion.

Chair Grimm said that since the item was coming from the Educational Policies Council (EPC), it did not require a motion to approve.

Senator Zullo said that she noticed the University of Dayton's programs were not mentioned by Senator Stringer.

Senator Stringer said he was not sure they had Aerospace Engineering as a program.

Senator Zullo said that they have an M.S. and a Ph.D.

Chair Grimm asked whether a second was needed for the motion.

Senator Smith volunteered to second the motion. There were no further comments or questions. The motion passed unanimously.

2. College of Aeronautics and Engineering: Establishment of a Cybersecurity Engineering major within the Bachelor of Science degree. Minimum total credit hours to program completion are 123. Effective fall 2020 pending final approvals. [Proposal](#)

Dean Bloebaum explained the university-wide cybersecurity committee and the factors that make the new major necessary. She also pointed out that the new major was not encroaching on other programs. She added that the criteria for accreditation appeared only recently. She then invited questions. There were no comments or questions. Senator Smith moved to approve the motion. The item passed unanimously.

3. College of Arts and Sciences: Establishment of a Data Science major within the Master of Science degree to be jointly administered by the Department of Computer Science and the Department of Mathematical Sciences. Minimum total credit hours to program completion are 30. Effective fall 2020 pending final approvals. [Proposal](#)

Senator Kracht moved to approve the item. Dean Blank explained the proposal and said that Math and Computer Science chairs were present to answer questions. He then invited comments or questions. There were none. The motion passed unanimously.

4. Office of the Provost: Revision of 3342-3-01.1 Administrative Policy and Procedure Regarding Academic Requirements, Course Specifications and Course Offerings (Policy Register) and Catalog Rights and Exclusions policy (University Catalog). The revision updates language, clarifies current procedures and practice, allows for consistent application and brings consistency with other policies and procedures. In addition, the name of the administrative policy is revised to Administrative Policy Regarding Academic Requirements, Courses and Policies. Effective fall 2020. [Proposal](#)

Interim Provost Tankersley explained the item. Senator Piccirillo-Smith moved to approve the item. There were no comments or questions. The motion was approved unanimously.

B. EPC Information Items:

1. University Requirements Curriculum Committee: Designation of Kent Core status to ENVS 22070 Nature and Society (3) in the Social Sciences category. The course replaces GEOG 10160 Introduction to Geography (3) in the Kent Core. Course content and description for ENVS 22070 are revised. Effective fall 2020.

2. College of Applied and Technical Studies: Revision of name and course requirements for the Computer Design, Animation and Game Design major within the Associate of Applied Science degree. Revised name is Technical Modeling Design. Minimum total credit hours to program completion decrease, from 61 to 60. Effective fall 2020.

3. College of Applied and Technical Studies: Inactivation of the Mechanical Engineering Technology major within the Associate of Applied Science degree at the Trumbull Campus. Admission to the program at Trumbull was suspended in fall 2018. The program is and will continue to be offered at the Tuscarawas Campus. Effective fall 2020.

4. College of Applied and Technical Studies: Revision of name, establishment of two concentrations and revision of course requirements for the Modeling, Animation and Game Creation major within the Bachelor of Science degree. Revised name is Animation Game Design. New concentrations are Animation and Game Design. Minimum total credit hours to program completion are unchanged at 120. Effective fall 2020.

5. College of the Arts: Establishment of an Acting for the Returning Professional major within the Master of Fine Arts degree to be administered by the School of Theatre and Dance. The major replaces a concentration in the Theatre Studies major. Minimum total credit hours to program completion are 60. Effective fall 2020 pending final approvals.

6. College of the Arts: Establishment of a Theatre Design and Technology major within the Master of Fine Arts degree to be administered by the School of Theatre and Dance. The major replaces four concentrations in the Theatre Studies [THEA] major: Design/Technology–Costume Design; Design/Technology–Lighting Design; Design/Technology–Scene Design; and Design/Technology–Technical Direction. Minimum total credit hours to program completion are 60. Effective fall 2020 pending final approvals.

7. College of the Arts: Inactivation of the Theatre Studies major within the Master of Fine Arts degree in the School of Theatre and Dance. The program is replaced by two new majors (formerly concentrations): Acting for the Returning Professional and Theatre Design and Technology. Effective fall 2020 pending final approvals.

8. College of Arts and Sciences: Revision of name, inactivation of optional concentration and substantial revision of course requirements for the Chemical Physics major within the Master of Science degree. Revised name is Material Sciences. Inactivated concentration is Liquid Crystal Engineering. Minimum total credit hours to program completion decrease, from 30-38 to 30. Effective fall 2020.

9. College of Arts and Sciences: Revision of name and course requirements for the Chemical Physics major within the Doctor of Philosophy degree. Revised name is Material Sciences. Minimum total credit hours to program completion are unchanged at 60 for post-master's and 90 for post-baccalaureate. Effective fall 2020.

10. College of Arts and Sciences: Revision of name and course requirements for the German Literature, Culture and Translation major within the Bachelor of Art degree in the Department of Modern and Classical Language Studies. Revised name is German. Minimum total hours to program completion is unchanged at 120. Effective fall 2020.

11. College of Arts and Sciences: Revision of name for the Global Studies major within the Bachelor of Science degree in the Department of Political Science. Revised name is International Relations. Admission, course and graduation requirements are unchanged. Effective fall 2020.

12. College of Communication and Information: Revision of school name, from School of Digital Sciences to School of Emerging Media and Technology. Effective fall 2020.

13. College of Communication and Information: Revision of name, inactivation of all concentrations and substantial revision of course requirements for the Digital Sciences major within the Bachelor of Science degree in the School of Digital Sciences. Revised name is Emerging Media and Technology. Minimum total hours to program completion is unchanged at 120. Effective fall 2020.

14. College of Education, Health and Human Services: Revision of name for the Sport and Recreation Management major within the Master of Arts degree in the School of Foundations, Leadership and Administration. Revised name is Sport Administration. Admission, course and graduation requirements are unchanged. Effective fall 2020.

15. College of Education, Health and Human Services: Revision of name, admission and course requirements for the Rehabilitation Counseling within the Master of Education degree in the School of Lifespan Development and Educational Sciences. Revised name is Clinical Rehabilitation Counseling. Minimum total credit hours to program completion increase, from 53 to 60. Effective fall 2020 (effective spring 2021 for admission revision).
Chair Grimm invited questions or comments on the information items. There were no questions or comments.

8. Old Business:

A. Technology Update

Executive Director Jim Raber updated senate on the search for a new Learning Management System (LMS). The committee has asked potential vendors to produce videos for faculty and students. These were distributed to the community, and then the vendors came back to answer questions from faculty and students. They also asked vendors to produce demo environments for committee members, so they could find strengths and weaknesses. They also asked for information about how it would work with IT and security, and no issues appeared to be present. The infrastructure is ready for whichever platform is selected. An accessibility review is currently underway, and a report should be out within the week. Reference calls are currently being conducted to ask other schools what the experience was like with each vendor. There are also engagement efforts planned for faculty and students. They are also working with groups to understand the usability and user experience with each platform. They are still on track and should be done by the end of the Spring 2020 semester or early summer. He then invited questions or comments.

Senator Vande Zande asked whether the anticipated timeline meant we would be using the new platform in the 2020-21 academic year.

Executive Director Raber said that there would be pilots in the fall, but it would not be fully released by then.

There were no further comments or questions.

B. Action Item: 3-02 University Policy on Instructors in Courses Carrying Academic Credit

Senator Smith presented the policy. She mentioned the problems that were a part of creating the policy in the Professional Standards Committee (PSC) and talked about past events that led to its development. She also highlighted portions of the policy that were required by the Higher Learning Commission (HLC). She explained the recommendations for the requirements for instructors' credentials for each level of course being taught. She also made it clear that the provost could make exceptions to the policy if it did not meet the needs of a particular department or school. She then invited questions or comments.

Senator Mocioalca asked who will decide the right credentials for people teaching courses that are actually math but do not begin with the MATH prefix and are being offered outside of the math department.

Senator Smith said that the unit with the prefix for the course gets to decide what the required credentials are.

Senator Piccirillo-Smith was concerned about the language surrounding first-year graduate students not being able to teach courses that counted toward the degree for majors in the field.

Senator Smith said that the policy is intended to ask whether the course counts toward the major rather than what the major is that the student has declared. She said that any department could go to the provost and ask for an exception if they had a need for those students to teach courses that counted toward the major.

Senator Piccirillo-Smith suggested that with this policy in effect, the provost could be inundated with waiver requests and asked whether the provost would find that acceptable.

Senator Smith said that she would also like to hear the provost's ideas and pointed out that when the PSC was putting the policy together, they seemed appalled by the number of upper-level graduate courses being taught by first-semester graduate students.

Interim Provost Tankersley said that we want to make sure that our students always have the best instructors. She then said she would like to create some hypothetical case studies of instructors and run them through this policy and see whether it makes sense and is working in the way that we want it to work.

Senator Smith said that it was her understanding that the policy had already been shared with chairs and directors and that they weighed in over the summer, and most of the chairs who had previously expressed concerns said they could accept this version of the policy.

Interim Provost Tankersley replied that if it had already gone through chairs and directors, she would be happy to take on the work of processing waivers to the policy. She then asked whether tested experience and academic credentials would be considered equally as qualifications to teach, or whether tested experience would only be considered if academic credentials were not met.

Senator Smith answered that while academic credentials are the preferred way of knowing an instructor is qualified, there are fields including journalism, dance, theater, veterinary technology and others where many of the people teaching there may not have academic degrees, but they have been journalists, vet techs, etc., which is why tested experience is included in the policy.

Senator Kaplan said the policy does mention that tested experience is there for individuals who do not meet the minimum academic credential standards.

Senator Smith agreed with Senator Kaplan.

Senator Chunn explained that the portion of the policy dealing with graduate assistants affects the School of Music to a great degree. They currently have first-year master's students teaching the freshmen music theory classes. These are 10,000 level classes, and they often are taught to music majors who may have had no music theory training in high school, which is different from those with other majors (e.g., math). Master's students come to the program in order to get teaching experience and are put into an extremely

structured, supervised situation. He felt it was risky to put at the whims of the current provost whether or not they can teach the course, when the School of Music is recruiting students and setting up their program having to rely on that. He then asked where the requirement in the policy that the graduate student instructor needed at least 18 graduate credit hours in order to teach came from.

Senator Smith answered that the 18-hour requirement was designed to be roughly the equivalent of a year of graduate work and that it may also mirror language from the HLC.

Senator Chunn asked whether there was leeway with the number of credit hours. The music theory master's students have a 32-credit program, so a 16-credit requirement is something they could work with in the School of Music.

Senator Smith said that the HLC language and how it applies to graduate students is difficult to interpret. Outside of graduate students, the 18 credit hours is a hard line in the HLC. She then suggested that if Senator Chunn would like to make a motion to change that 18 to 16, then she could do that.

Senator Chunn that would be one of the ways of solving it. The other way would be to have the policy not include courses that are part of the major.

Senator Smith said that she would be more comfortable with the first option and invited members of the PSC who were present to contribute their thoughts to the discussion.

Senator Chunn moved to amend the policy so that it required 16 credit hours, rather than 18.

Senator Smith seconded the motion.

Senator Chunn said that he also wanted to talk to the provost before the School of Music finished their recruiting season about whether they could receive a waiver.

Senator Kaplan pointed out that PSC spent a lot of time agonizing over the language in the policy. He said that he could also accept a reduction to 16 credit hours, provided that the instructor was directly supervised by a full-time faculty member. This would allow a younger graduate student or more junior graduate student to teach a course, but that person would have some relationship to a faculty member who they would report to. He said that the clause with the credit hour requirements was meant to make it easier for departments to have more leeway if there was direct supervision.

Senator Chunn pointed out that the same clause is the clause that prevents graduate instructors with fewer credit hours from teaching a course that counts toward the major.

Senator Smith said that the language was there to ensure direct supervision of the graduate instructor. It would not be enough for the graduate student to have taken a college teaching class or to have an advisor who only served as their academic advisor; the student would have to be directly supervised in all aspects of teaching the course.

Senator Chunn said that this does not help the School of Music.

Senator Smith replied that the School of Music may ultimately have to go to the provost to get an exception. They would not have to change their current practice, but they would have to go through the provost. The alternative would be to write a policy that allows every department to use first-year graduate students in these courses. She said that she would vote strongly against that type of policy.

Senator Ciesla said that was not advocating for one alternative or the other, but he had pulled up the HLC standards, and they specifically required 18 credit hours. He then asked whether it would be more effective to have 18 and be in harmony with the HLC standards and then allow for exceptions or to allow for 16 and fight with HLC if they balk at this.

Senator Smith said that it is not clear how the HLC graduate student language is supposed to engage with the rest of their credentialing language. She said she considered it a terribly written document because it does not make clear whether the 18 credit hours applies to graduates.

Senator Ciesla agreed that it did not say anything specific.

Senator Laux said that on the Board of Regents HLC website, it says that the credentialing hours refer to requirements for general education courses. It also says that the 18-credit-hour expectations apply to all full-time and part-time instructors including graduate teaching assistants and high school teachers who serve as adjunct faculty members for dual enrollment courses.

Senator Smith agreed that it sounded like a reduction to 16 credit hours would cause a problem with the HLC.

Senator Laux agreed with Senator Smith.

Chair Grimm said that she would feel uncomfortable putting forth a number of credit hours that was a clear violation of HLC language.

Senator Smith withdrew her second on the motion to amend the policy.

Senator Chunn said he would like to seek another senator to second the motion.

Chair Grimm called for another senator to second the motion. There was no reply from senators.

Senator Chunn said he could live with this.

Emeritus Professor Janson said that while he could not second the motion, he would suggest the language change to 16-18, which would send the message that there are some exceptions to the 18.

Chair Grimm replied that since HLC has been clear that 18 is their number, she would rather not send them the message that Kent State would be making exceptions even though they have exception language in the policy.

Senator Smith said that the School of Music would not need to go back to the provost for each new graduate student. They would go back to discuss their program's practice with the provost one time, possibly after the senate meeting if the policy was passed.

Senator Piccirillo-Smith asked whether the one approval would be permanent.

Senator Smith responded that if they were going to change their practice in the future, then they would have to go back again to get approval for the new practice.

Interim Provost Tankersley commented that instructors in the School of Music would have tested experience at this point if they have been in the position.

Senator Smith replied that the HLC is very clear that they do not want to count any amount of teaching as tested experience. Originally, Kent State counted as tested experience at least five years of excellent teaching, and they were told to take that out. A first-semester graduate student or graduate student with less than 18 credit hours would not have enough to satisfy the HLC. This is why we have the provost's ability to grant exceptions. She then apologized to the provost for having her go through that process.

Senator Laux said that we may have to compare this policy language to the most current, and he questioned how current what he was looking at was for the HLC language. In the language he had before him, after the statement of at least 18 semester credit hours of graduate coursework relevant to the discipline, there was another bullet point that says individuals making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors while enrolled in the program to meet credentialing requirements. He said that it sounds very much like graduate students who are in the program that had 16 hours, but who were also in the program working toward more hours would be acceptable.

Senator Smith reiterated that this language was why it was not clear how it applied to graduate students. She then asked whether Senator Laux was suggesting that we could put 16 credit hours as the minimum in the policy, based on the language he had in front of him.

Senator Laux said his suggestion is you would be able to go with the 16 if the document he was looking at is the most current valid document. It is dated 2015, and he did not know whether there had been changes since then.

Chair Grimm asked Senator Chunn whether the graduate students in the School of Music typically had 16 credit hours when they began teaching the music theory courses.

Senator Chunn said that music theory students go right into the classroom, but that the practice in that department was a very structured, supervised exception to other practices in the School of Music.

Senator Smith said that there was initially an issue in Math and an issue in MCLS and that it sounds like there is also an issue in the School of Music. The PSC attempted to accommodate Math and MCLS with the language about majors, but she could not see a

way to accommodate the School of Music without green lighting first-year graduate students in every department or school.

Senator Kracht said that she looked up the language for the Spanish department and that the proposed policy would not be a problem there because of the courses taught by graduate students being prerequisites that did not count toward the major.

Senator Smith thanked Senator Kracht.

Senator Mocioalca said that the policy as written would encourage encroachment, but she was not sure whether it was the duty of the policy to address this problem.

Senator Smith agreed that encroachment was a problem, but that it was a problem outside the purview of the policy.

Senator Wilson asked what it means to be directly supervised by a full-time faculty member and whether there was any enforcement mechanism to make sure that this happened.

Senator Smith suggested that having taken a university teaching class before they were put into the classroom would be a best practice, but she acknowledged that some students were teaching college classes while currently taking that kind of course. She said that she did not know how to address that and not tell these departments that these practices they used for years and years have to change. She also expressed concern over how this policy or any policy would be enforced. It would fall on to the chair, director, or dean of the academic unit to make sure that the policy is being followed; chairs and directors are already very busy, but this is important.

Senator White pointed out that taking another year of graduate courses would not necessarily improve an instructor's teaching.

Senator Smith agreed with Senator White. She said that the HLC seems to think that just having content expertise gives you pedagogical expertise, which is not true. She stressed the importance of all graduate programs having a class on college teaching where students learn pedagogical techniques.

Senator Vande Zande asked how many programs follow through on that.

Senator Smith said she was unsure how many graduate programs have such a thing. She added that if you have graduate students that are actively teaching, then you really ought to have such a class. It should be built into your graduate program. She believes that this is the case in all of the College of Arts and Sciences' departments and hopes that it is true outside of the college.

Senator Cunningham said the English department offers a pedagogy course to graduate students during the summer before they teach, and she added that they also have a lot of support for the students during the first semester they are teaching. Beyond the summer course they take where they create syllabi and assignments, they have a graduate student who works with the writing program who is also a mentor for them, and they also have regional campus faculty mentors who they can meet with in terms of

questions about instruction or classroom issues. They also meet with her in her capacity as Writing Program Coordinator. She and her associate coordinators do classroom observations for all new teaching assistants during their first semester, and they perform additional evaluations if the student has a problem during the first semester. They also observe them in the second semester.

Senator Smith replied that the English department was exemplifying best practices at the university, and although this is outside of the scope of the policy, it might be a good idea for the provost to contact the Center for Teaching and Learning and charge them with putting together some sort of workshop on best practices for training GAs around the university.

Senator Wilson suggested that it might be possible to build such a workshop into the policy. She said that as an institution, we can tell departments that if they have graduate students teaching with fewer than 18 hours, the university will require the department to show what that process is, and the graduate student must be involved in some form of training regarding teaching which may also help with HLC if they ask us about this.

Senator Smith asked whether Senator Wilson had a motion on language or she was recommending this get sent back to the committee.

Senator Wilson replied she did not have a motion on the language, and she added that she simply believes it is something we need to consider as an institution.

Senator Smith said she liked the idea and reminded senate that they could send the policy back to PSC rather than trying to craft language on the spot at the meeting.

Senator Laux said that he had received the most recent HLC language from Therese Tillett and moved to send the policy back to committee in order to have it rewritten to reflect the relevant portions of the HLC documents.

Senator Fenk seconded the motion.

Chair Grimm asked whether there was any discussion on sending the policy back to PSC.

Interim Provost Tankersley requested that PSC also consider how to implement the suggested changes. She wanted to know whether it would be a requirement that students work through the Center for Teaching and Learning or if departments would be adding an extra course for credit to the graduate students' course loads.

Senator Smith said that under the policy's current language, the individual who had less than 18 credit hours would have to be supervised by a full-time faculty member. She added that if departments use the academic advisor in that role, it would not necessarily involve any extra work or workload equivalency. She pointed out that other departments including English and Philosophy were offering classes for credit to the students.

Interim Provost Tankersley asked whether those counted as examples of direct supervision.

Senator Smith replied that being supervised by someone is not the same thing as being actively enrolled in a pedagogy class. She said she believed that Senator Wilson was suggesting that someone with less than 18 hours needed not only to be supervised, but they also needed to be taking some pedagogy classes.

Interim Provost Tankersley asked that PSC consider how to implement the requirement when they reconsider the policy.

Senator Smith said that PSC would need to know how many departments have graduate students serving as the instructor of record that are not currently requiring a pedagogy class. Regardless of the number, it would not be a matter of building it into their graduate contract, but rather of building it into their graduate program itself.

Interim Provost Tankersley asked whether that meant that GAs would have to take the course but non-GAs would not. She said it cannot be a part of a department's academic program if it is only for GAs. The academic program is either for all students or it is for none.

Senator Smith agreed and added that no one comes to the Philosophy Department if they are not paid to come there.

Interim Provost Tankersley said that must be nice.

Senator Smith responded that her department has no graduate students who are not teaching assistants.

Senator Chunn said that the School of Music has a pedagogy class, which is part of the requirement. It is a rolling class that happens every other year, so if somebody comes in on the off year, they will not take the class until later.

Senator Smith said PSC will discuss this in committee, but it may be the committee does not think there is a policy solution, and Senator Chunn may have to go to the provost for an exception.

Chair Grimm asked whether Emeritus Professor Janson could discuss his comments privately with Senator Smith or he needed to share them with all of senate.

Emeritus Professor Janson said that he would love to share. He said that all schools of music throughout the United States are supervised by the National Association of Schools of Music. There are few exceptions, Princeton for example, but music schools have always, throughout the United States, given course assignments to incoming graduate students whose majors are relevant, the same as what they would teach. He added that no one is going to hire the School of Music's graduates if they do not have teaching experience. He said that if you compare us to Ohio State or any school, we would be in last place under the new policy. We have over 200 students studying voice. Some are voice majors, some are voice minors, and some come from the School of Theater and Dance. There are five teachers, which is not enough to cover all those students. Teaching applied music is a one-on-one situation, and that is true throughout the United States and Europe. So if a student graduates with a master's degree in voice and has never had the experience of teaching another, they will not get a job because they are

not competitive. He added that he would hate to see this policy ruin our competitive nature for our majors. In addition, the terminal master's degree is offered in the College of the Arts and likewise in colleges throughout all universities that offer the arts. So, faculty who teach applied trumpet, for example, are required to have a master's degree and nothing beyond. If they had not had any teaching experience, they are not going to get tenure. He said that the policy was devastating to our school and added that Dean Crawford-Spinelli might be able to fill in in the other areas of our college, but the School of Music survives on incoming graduate assistants. He said he wanted to make perfectly clear that a sentence in the policy about an exception in the College of the Arts would be appropriate.

Senator Smith replied that PSC does not want to mention any particular colleges or programs in the policy. Programs can already get the provost's exception under the current language, so there really is not anything in the policy that would be a threat to the School of Music unless the provost, on hearing their practice, thinks that it is not acceptable. She added that she believed Emeritus Professor Janson had made a good case that there should be an exception made.

Chair Grimm reminded senate that there was a motion on the floor to send the policy back to PSC and called the question. The motion passed unanimously.

9. New Business:

A. University Calendar – Spring Break

Chair Grimm explained that the Spring Break could be moved to earlier in the semester and said we should talk about it at the next meeting. She advised senators to give the matter some thought and ask their students about that possibility before rushing to make a decision.

B. Provost Search

A search for provost will go underway this semester. The Committee on Administrative Officers (CAO) is working with President Diacon and Vice President Reed to get through the process.

C. Discussion Item: 3342-6-15.1 Administrative Policy Regarding Graduate Faculty

Senator Smith mentioned that the proposed policy was a discussion item, and that because of this, it would be wise to follow the two-meeting rule before voting on it. She added that if senators thought the policy is ready to approve, they could move to approve it at any time, but that it had not been put on the agenda as an action item. She said that PSC was charged with looking at this policy last year because there was at the time a misunderstanding about what was in the policy. There are a number of colleges, departments, and schools for which the graduate faculty levels of F1, F2, F3, etc. are not working. This led to a desire to change the policy to remove those levels. Those levels have not been in the policy for decades. They may have once been in policy, which may be how they appeared in unit handbooks. She said that if those levels are not working for departments, they should change their handbooks. There was also a desire to clear up

some of the language in the policy, so PSC tried to clarify the role of the graduate faculty of the academic unit in determining what the criteria for graduate faculty status is.

Chair Grimm mentioned that this had been brought forth as a discussion item, but she asked whether anyone was interested in voting on it. There was no motion to vote, and Chair Grimm suggested we could continue the discussion at the next meeting.

Senator Smith said that senate needed to have a discussion of the item in order for PSC to understand any concerns they might have.

Chair Grimm apologized and opened the floor to discussion.

Senator Kaplan said the policy was intended to smooth out idiosyncrasies involved in the policy, which turned out not to really be a policy. It was just something people were using with the F1s, F2s and all the rest. There were a lot of odd situations especially for people involved in graduate studies and trying to assemble committees. It was very difficult because you had to have a certain number of F3s and F4s, no F2s, and trying to do that across the university became cumbersome. There were situations where people who could actually supervise master's degrees could not be on a doctoral committee. PSC tried to smooth out a lot of this. It was a way to come up with clarity in terms of the roles of graduate faculty, which are advising, being on committees, and teaching graduate courses at the doctoral and master's level.

Senator Smith asked whether any other senators saw a problem with the policy.

Senator Vande Zande moved to approve the policy.

Senator Dauterich seconded the motion.

Senator Wilson asked whether academic unit had a defined meaning within the university or whether it could be interpreted at the college level.

Senator Smith replied that the academic unit, where it is defined elsewhere in policy, is a department or school in a college that has departments or schools, or a college without departments or schools, or the university library.

Interim Provost Tankersley said that for many faculty on workload, graduate faculty status is one of the drop-down menu items. She said that the policy states, concerning duties and privileges, that instructors have to teach graduate courses, advise graduate students on their program of study, and serve on master's and doctoral committees, and she asked whether a faculty member not doing that should have graduate faculty status on their workload statement.

Senator Smith replied that it depends on what is in the department and academic unit handbook, and her understanding is that there are some academic unit handbooks that do not give any sort of course off-load for graduate faculty status. Regardless, the university must honor the handbook.

Interim Provost Tankersley said she believed it was in a lot of handbooks and asked whether the policy said something that would supersede the handbook language about

workload or whether it would take graduate faculty status away from faculty not actively teaching graduate courses or performing the other duties mentioned in the policy.

Senator Smith replied that graduate faculty would not lose status for not performing one or more of the duties in the policy and that the policy did not discuss workload, which should be built into the handbooks.

Interim Provost Tankersley and Senator Smith had an exchange of ideas over whether the policy was defining workload. Interim Provost Tankersley suggested that it did, and Senator Smith disagreed.

Senator Kracht asked about the criteria for associate membership on the graduate faculty. She said that in the Math Department, there are a lot of slash courses at the 40000 and 50000 level. They might have faculty teaching those slash courses which might have graduate students in them, but those faculty do not train graduate students. She said it was not clear whether the graduate faculty of the academic unit feel that those faculty have strong potential for the training of graduate students. She asked whether an instructor in this situation would have to apply for temporary membership on the graduate faculty every year if a graduate student took the course.

Senator Smith said that it was an interesting question.

Senator Kaplan said that for somebody to teach graduate students in a graduate course, they have to have graduate faculty status even in the split course. Sometimes a department gets around that by having an instructor of record from the graduate faculty listed, even though someone without graduate faculty status was teaching the course. This is one way to work around it, but the graduate faculty status is a significant element, which does not change with this policy.

Senator Kracht said that she currently has A1 status, which means she does not train graduate students or supervise them for a master's degree, but she can teach the slash courses. She added that that policy must be in the handbook since it was not in the policy under discussion. She asked what her status is going to be going forward.

Senator Smith replied that the current policy says for associate membership that great potentiality for the training of graduate students was all that was required, so there were no substantive changes in what was being suggested. The only thing substantive is the inclusion of temporary status, which could include someone who does not have a full-time appointment here at Kent State. They could be from another institution. She said that there should be no changes for Senator Kracht's status and that levels of status are not listed in the policy.

Senator Kracht said it was unclear whether she had to fulfill all the duties listed in the policy in order to have graduate faculty status.

Senator Kaplan said she did not.

Senator Kracht added that the language in the criteria concerning the strong potential for the training of graduate students was also unclear.

Senator Smith replied that if the department is routinely assigning her to teach slash courses with graduates in them, they clearly think she has strong potential for teaching graduate students.

Senator Kracht said that she did not understand whether or not that strong potential had to include master's student thesis supervision.

Senator Smith said that the term training is very broad in terms of teaching, which is how the PSC is interpreting it. She suggested that it would not affect Senator Kracht one way or the other.

Senator Kracht said that she was worried about herself, but there are other people in the same situation as well.

Senator Kaplan said she would be an associate member.

Senator Child asked whether there could be language added that says fulfilling these duties as outlined in the policy should come from workload consideration as defined in the unit handbook.

Chair Grimm asked why policy would tell units what to put in their handbooks.

Senator Child said that he did not know whether all units are aware that these expectations should include workload considerations.

Senator Smith replied that the policy does not say that they should consider workload considerations. She would encourage all departments to give some workload consideration for people with graduate status, but nothing in the policy requires that. It did not in the past, and it does not in the present.

Senator Walton-Fisette said the policy does say in Section A that the unit handbook could add something additional to the criteria listed in the policy.

Senator Smith said there were some departments that already had in their handbooks additional criteria for people to have associate status, and PSC wanted to allow individual academic units to continue to have those additional criteria. They just need to have them in their handbook.

There were no further questions or comments. Chair Grimm called for a vote on the motion, and it passed unanimously.

10. Announcements / Statements for the Record

Chair Grimm thanked President Diacon for announcing the schedule for May 4th events to senators before releasing it to the public.

Emeritus Professor Janson thanked the powers that be that Tess Kail was not injured when the Faculty Senate office was accosted by a nearby tree during a recent wild storm.

Chair Grimm agreed that Tess had been handling the situation well.

11. Adjournment

Chair Grimm adjourned the meeting at 5:21 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate

Attachment

Chair's Remarks for February 10, 2020 Faculty Senate Meeting

Senate elections will begin this week. Please take any opportunity you may have to remind your colleagues of the importance of our shared governance and the role of faculty senate in making shared governance a living, breathing thing here at Kent State. Please encourage them to vote!

Being an MBA student after having been a theater major at the University of Buffalo was a very strange thing. I went from what was one of the most liberal departments on campus to one of the most conservative.

One constant, though, was much of the work was group work. In the MBA program, our group work revolved around cases. One of my required courses was Organizational Behavior. We were divided into groups at the beginning of the semester and worked within those groups until the end of the semester. One key, semester-long project was a case study. It was framed as a competition, with additional points to be added to each winning group member's final grade.

I don't remember much about the case, but I remember a lot about the group and the process. We had a woman in our group that the faculty invariably chose as a group leader for no better reason than she looked like she should be a group leader. Unfortunately, she was inept, which had been proven in a previous class in a different group. Those of us who had been in that group knew it wasn't going to go well and three weeks into the project, some group members staged a coup and she was out.

The student who replaced her, Scott, was very competitive and well organized. He divided the larger group into working teams and brought us together at regular intervals until about a week before the final presentations. At that point, he had identified myself and a teammate as the people who should a) do a final edit on the report; b) craft the presentation and c) prepare questions to be asked of our competitors. The questions were one of the things that would be considered in identifying a winning team. A few days before the presentations, Scott asked to meet with me and Jim (my teammate). At that meeting Scott said he had gotten a copy of the report the other team was using as the basis for their presentation. I asked how he got it and he said someone had left it in the hanging file folder of the other group's leader. The folders were used by the School of Management to distribute communications to the MBA students and we frequently used them as mechanisms for sharing stuff. Scott had taken it, copied it and immediately returned it so no one would know we had it. I said that didn't seem kosher to me, but he argued that it was part of business intelligence gathering and if they were silly enough to leave it there, that was their problem.

He handed the report to Jim. He told us to study it and develop questions that would really expose the weaknesses of their case presentation. He urged us to be cutthroat in our preparations. I remember leaving with Jim and walking across the front lawn of the campus through about a foot of snow late in the evening. Neither one of us said much. One of us said "I don't like this." The other said "yea, it's just not right." Jim said, "should we tell Scott that we won't do it?" and I said "no, if we do that, he'll just find someone who will. Let's just say OK and not do it."

And that's what we did. Several months into the following semester, we were invited to participate in focus groups with the course instructor and some graduate students working with her. Apparently, the competition in our course had been part of an experiment. I arrived at the focus group. There were only about 3 other students there. One was Scott. We were not sitting next to each other.

I listened while he relayed the story of acquiring and distributing the other group's report. The other two people there were in the other group and they were pissed.

Once he had finished, it was my turn and I said that, though he had handed it over to us, we never looked at it. It was his turned to be pissed. The instructor asked why we hadn't used it and I said because it was wrong. It seemed perfectly obvious to me (and had been to Jim).

I'm proud to be a person and to come from a family with a strong sense of right and wrong. This was kind of an easy instance. It was pretty obviously bad behavior, but the stakes were also quite low. We didn't lose much by following our instincts and simply not complying. I supposed the super-ethical response would have been to tell our group leader we wouldn't do it, but then he'd get someone else to do it. I suppose we could have also told the teacher about his behavior, but that didn't seem like much of an option either, especially since it wasn't clear to us that he was violating policy.

Was this choice in our own interest? No, but again, the stakes were incredibly low. Where do the stakes have to be before you stop acting in the best interest of the community and start acting in your own interests?

One of the policies we will be addressing today is policy number 3.02 the University Policy on Instructors in Courses Carrying Academic Credit, aka the credentialing policy. This policy was before us last spring and sent back to the Professional Standards Committee for revision after that discussion. This policy sets standards for those tasked with teaching our courses. This revision reflects the PSC members' thoughts on what it takes to do a good job teaching our students from a credentialing perspective. It also reflects what the PSC knows about the requirements for credentials coming from a variety of accrediting bodies.

As we consider and discuss this policy, I want to commend each of you for the role you've taken on as a Faculty Senator and commend the hard work you have and continue to do to represent the interest of your constituents and those of our students. There is no question in my mind that this policy may require changes in some academic units. I look forward to the discussion and hearing your opinions and deliberations on this revised policy. It will not surprise me if there are differences in opinion. However, I feel pretty confident that you, our faculty senators, will not be serving your own interests in your deliberations and, ultimately in your vote, but you will be serving the interests of our students.

Thank you.
Pamela E. Grimm
Chair, Faculty Senate

3 - 02

UNIVERSITY POLICY ON INSTRUCTORS IN COURSES CARRYING ACADEMIC CREDIT

- A. The instructor of record for all coursework carrying academic credit at Kent State University will have a Kent State University appointment. The instructor of record has primary responsibility for course instruction, including the assignment of appropriate grades. In addition, all individuals providing ongoing instruction or a significant portion of instruction (25% or more) in a course will have a university appointment as an instructor or graduate teaching assistant. All instructors on Kent State University appointment will be approved by the academic unit. This includes full-time instructors whose primary appointment is on the Kent campus as well as adjuncts, who may teach at any campus. With respect to full-time faculty whose appointment will be in the regional campus system, the relevant academic unit will assess basic qualifications in the academic discipline, but the regional campus to which the faculty member will be primarily assigned has final say in the appointment. Specific teaching assignments on the Kent campus will be made by the academic unit. Specific teaching assignments on regional campuses will be made by the regional campus offering the course.
- B. Instructor Credentials. Qualified instructors are identified primarily by academic credentials, but other factors, including but not limited to equivalent, tested experience, are considered in determining whether a faculty member is qualified. A current curriculum vita, along with academic transcripts or other documents verifying credentials, must be submitted prior to the hire for all instructor positions.
- (1) Academic credentials. Individuals who assume responsibility for teaching courses at the university should meet the minimum degree requirements in their field of instruction as specified below. Terminal degrees should be verified during the hiring process as part of the background check and prior to beginning instructional duties.

The minimum degree requirements for individuals with instructional responsibilities are as follows:

- a. Instructors that are solely responsible for teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- b. Instructors and graduate teaching assistants that are solely responsible for teaching upper-level undergraduate course work (30-40,000 level):
 - (i) earned doctorate or terminal degree in the teaching discipline or a related discipline,
 - (ii) master's degree in the teaching discipline or a related discipline, or
 - (iii) at least 30 graduate credit hours in the teaching discipline.
- c. Instructors and graduate teaching assistants that are solely responsible for teaching lower-level undergraduate course work (10-20,000 level):
 - (i) earned doctorate or terminal degree in the teaching discipline or a related discipline,

- (ii) master's degree in the teaching discipline or a related discipline, or
 - (iii) at least 18 graduate credit hours in the teaching discipline. Graduate teaching assistants in this category must also have direct supervision by a full-time faculty member experienced in the teaching discipline, and must be given both in-service training and planned and periodic evaluations.
- d. Graduate teaching assistants with less than 18 graduate credit hours in the teaching discipline shall be able to:
- (i) teach lab sections or discussion/quiz sections connected to a parent class for which there is a full-time faculty member experienced in the teaching field serving as instructor of record and who will provide direct supervision, in-service training, and planned and periodic evaluations of the graduate teaching assistant, and
 - (ii) serve as sole instructor in undergraduate courses at the 10,000 level that do not count toward the major in the teaching discipline provided that they are directly supervised by a full-time faculty member experienced in the teaching discipline, and are given both in-service training and planned and periodic evaluations.

Any exceptions to these minimum standards must be approved by the Provost.

- (2) Tested experience. For individuals who do not meet the minimum degree requirements, academic units must provide a written explanation of the person's qualifications in the area of instruction and explicit evidence of those qualifications including, but not limited to:
- a. academic degrees in related areas as documented on an official academic transcript;
 - b. documentation of relevant scholarly accomplishments, relevant creative accomplishments, and/or relevant professional experience or credentials; or
 - c. appropriate coursework as documented on an official academic transcript.

Any exceptions to these minimum standards must be approved by the Provost.

- (3) Academic units are responsible for verifying and maintaining documentation of instructional qualifications for all faculty and staff and for forwarding copies of this documentation to the Office of Accreditation, Assessment, and Learning. The local administrator and faculty advisory body of the academic unit will be solely responsible for defining the terminal degree(s) for the discipline. The local administrator and faculty advisory body of the academic unit will be solely responsible for determining whether or not a discipline other than the teaching discipline is sufficiently related to meet the minimal degree requirement specified in section B.1 above. The local administrator and faculty advisory body of the academic unit will be solely responsible for determining whether or not a given individual who lacks the minimal degree requirement meets the tested experience requirement specified in section B.2 above.

- C. Kent State University appointments. Instructional appointments will specify the rank and/or title of the individual appointment for the purposes of instruction and will note whether the appointment is a continuing one or for a specified term period only and whether the salary, if any, is from Kent State University or another source. Examples of such appointments include full-time tenure-track faculty, full-time non-tenure-track faculty, adjunct faculty, and graduate teaching appointees.

D. Employment relationship. Except in instances where the university has established a formal relationship with an accredited educational institution, a hospital or other health care organization, or a governmental agency, or where the university employs artists, actors or musicians who are customarily represented by agents or artistic organizations, the employment relationship between the university and individuals involved in credit instruction will be direct. Only under rare and extraordinary circumstances, and only after the prior approval of the educational policies council and the provost, will the university enter into agreements that provide for the subcontracting of credit instruction. In these instances, the provisions in A-C above with regard to the processing of appointments will be followed. Agreements that provide for the subcontracting of credit instruction shall be reviewed by the appropriate academic unit every five years.

Policy Effective Date:

Mar. 01, 2015

Policy Prior Effective Dates:

9/10/2001. 9/19/2005, 6/1/2007

3 - 02

UNIVERSITY POLICY ON INSTRUCTORS IN COURSES CARRYING ACADEMIC CREDIT

A. ~~Process.~~ The instructor of record for all coursework carrying academic credit at Kent ~~state university~~State University will have a Kent ~~state university~~State University appointment. The instructor of record has primary responsibility for ~~the delivery of course~~ instruction ~~in a course~~, including the assignment of appropriate grades. In addition, all individuals providing ongoing instruction or a significant portion of instruction (25% or more) in a course will have a university appointment ~~as an instructor or graduate teaching assistant~~. All instructors on Kent ~~state university~~State University appointment will be approved by the ~~disciplinary area~~. ~~Assignments~~academic unit. This includes full-time instructors whose primary appointment is on the Kent campus as well as adjuncts, who may teach at any campus. With respect to full-time faculty whose appointment will be in the regional campus system, the relevant academic unit will assess basic qualifications in the academic discipline, but the regional campus to which the faculty member will be primarily assigned has final say in the appointment. Specific teaching assignments on the Kent campus will be made by the academic unit, or. Specific teaching assignments on regional campuses will be made by the regional campus if offering the course is to be offered at a regional campus.

~~B. Kent state university appointments. Appointments~~

~~B. Instructor Credentials. Qualified instructors are identified primarily by academic credentials, but other factors, including but not limited to equivalent, tested experience, are considered in determining whether a faculty member is qualified. A current curriculum vita, along with academic transcripts or other documents verifying credentials, must be submitted prior to the hire for all instructor positions.~~

~~(1) Academic credentials. Individuals who assume responsibility for teaching courses at the university should meet the minimum degree requirements in their field of instruction as specified below. Terminal degrees should be verified during the hiring process as part of the background check and prior to beginning instructional duties.~~

~~The minimum degree requirements for individuals with instructional responsibilities are as follows:~~

- ~~a. Instructors that are solely responsible for teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.~~
- ~~b. Instructors and graduate teaching assistants that are solely responsible for teaching upper-level undergraduate course work (30-40,000 level):~~
 - ~~(i) earned doctorate or terminal degree in the teaching discipline or a related discipline,~~
 - ~~(ii) master's degree in the teaching discipline or a related discipline, or~~
 - ~~(iii) at least 30 graduate credit hours in the teaching discipline.~~
- ~~c. Instructors and graduate teaching assistants that are solely responsible for teaching lower-level undergraduate course work (10-20,000 level):~~

Policy 3-02 PSC revisions approved by PSC on 11-22-19

appointments include full-time tenure-track faculty, full-time non-tenure-track faculty, adjunct faculty ~~(with or without compensation)~~, and graduate teaching appointees.

ED. Employment relationship. Except in instances where the university has established a formal relationship with an accredited educational institution, a hospital or other health care organization, or a governmental agency, or where the university employs artists, actors or musicians who are customarily represented by agents or artistic organizations, the employment relationship between the university and individuals involved in credit instruction will be direct. Only under rare and extraordinary circumstances, and only after the ~~advance~~prior approval of the educational policies council and the provost, will the university enter into agreements that provide for the subcontracting of credit instruction. In these instances, the provisions in A-C above with regard to the processing of appointments will be followed. Agreements that provide for the subcontracting of credit instruction shall be reviewed by the appropriate academic unit every five years.

Policy Effective Date:

Mar. 01, 2015

Policy Prior Effective Dates:

9/10/2001, 9/19/2005, 6/1/2007



**Faculty Senate Executive Committee
Minutes of the Meeting
January 22, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed), Tess Kail (Office Secretary)

Guests: President Todd Diacon, Interim Provost Melody Tankersley, Interim Vice President Lamar Hylton, Systems Support Specialist Anthony Parker

1. Call to Order

Chair Grimm called the meeting to order at 3:05 p.m. in the Urban Conference Room on the second floor of the library.

2. SSI Question Bank Discussion with Anthony Parker

Mr. Parker explained where he and his coworker had identified problematic questions in the question bank. He provided an initial list of revisions as well as the current state of the questions in the bank. The changes to the questions removed redundant questions as well. Units will be sent the recommendations for review or additional questions. Chair Grimm will ask the Executive Committee to look at the revised list for feedback as soon as possible.

3. Review Topics for the President and the Interim Provost

The topics reviewed included: (1) the list of interim appointments in academic affairs; (2) the criteria for which positions get filled during the hiring freeze and which do not; (3) which positions are going unfilled; (4) faculty representation on the position control committee; and (5) a new policy regarding animals on campus.

4. Approval of Minutes:

a. Faculty Senate meeting of December 9, 2019

A motion was made and seconded to approve the minutes of the meeting (Vande Zande/Wang). The minutes were approved.

b. Executive Committee meeting of December 16, 2019

A motion was made and seconded to approve the minutes of the meeting (Laux/Sheehan). The minutes were approved.

5. (4:00) Meet with President Diacon, Interim Provost Tankersley, and Interim Vice President Lamar Hylton

The discussion began with the policy regarding animals on university property. The policy restates much of what is in federal and state law with some additions that are specific to Kent State. The policy is set to be implemented on August 1, 2020, to allow faculty, staff, and students time to prepare. Clarifications of definitions in the policy were sought by the Executive Committee (e.g., the differences between assistance animals, service animals, and pets). There was also an explanation of the process used for training service animals and their handlers, as well as the qualifications for an animal to be an assistance animal. The Executive Committee also asked if instructors are responsible for maintaining the classroom and faculty offices and asking about the status of animals in those places. Interim Vice President Hylton said that this is the case. Faculty are also responsible for reminding handlers to remove animals violating the policy in those two settings. The committee also brought up the case of documented allergies vs. the presence of the service animal. Interim Vice President Hylton said that the student would need to be referred to SAS to be accommodated. He also said that the policy as it stands may need some reworking in the future, but the document is a good start. There was also a question about how policies on animals interact with the new policy; Interim Vice President Hylton said that Residence Services and SAS have worked together to designate floors in residence halls where service animals are welcomed without marginalizing the students. Situations involving allergies in the dorms and residence halls are handled on a case-by-case basis. Students are informed that animals may be in the halls, but they are given a list of processes to follow to get accommodations in advance if they will face a problem with the animals. In the future, students may be allowed to express preferences about animals in the room on the applications before they are admitted to the university. Faculty as a whole will learn about the policy through a method to be determined in the future. The Executive Committee suggested an FAQ sheet specific to faculty, which would let them know their rights and responsibilities. Interim Vice President Hylton will come to a future senate meeting to discuss the policy with the full Faculty Senate.

The remainder of the topics listed for review above were given to the president and interim provost in order for them to be answered at a future meeting. There should be a report on the hiring freeze to the Faculty Senate Budget Advisory Committee (FaSBAC) in the spring according to the president.

The president also updated the Executive Committee on enrollment numbers. Systemwide we are down 2.8% from last year. Kent is down 1.7%, and regionals are down by 5.3%. Numbers for international graduate students are up. Overall, the numbers meet projections from last year. We are up 3.96% on admits for fall over last year. We also have an increase of 600 Pell-eligible students. We also have more diverse admits

than at this time one year ago. The high school GPA of the admitted class is up, and our discount rate is down.

6. Disposal/Archiving of Old Materials

Many of the paper documents containing senate materials (agendas, minutes, etc.) will be converted to digital formats, and others will be disposed of. This will be investigated further at the next Executive Committee meeting.

7. Creation of an Ad Hoc Joint Committee to Address the University Calendar and Scheduling

This topic was postponed to a future Executive Committee meeting.

8. Executive Committee Draft for Definition of “Break”

This topic was postponed to a future Executive Committee meeting.

9. Issues with the Kent Core Assessment

Secretary Dauterich will invite Interim Provost Melody Tankersley, Dean Alison Smith, and Assistant Provost Susan Perry to the next Executive Committee meeting for a discussion of the current state of the assessment project.

10. Retreat to Discuss Student-Ready College

February 4, 2020, from 1:00-5:00 p.m. was selected as the time for the retreat for the Executive Committee. The location is still to be determined.

11. Additional Items

There were no additional items.

12. Adjournment

Chair Grimm adjourned the meeting at 5:50 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate



**Faculty Senate Executive Committee
Minutes of the Meeting
January 29, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed), Tess Kail (Office Secretary)

Guests: Interim Provost Melody Tankersley, Dean Alison Smith, Assistant Provost Susan Perry

1. Call to Order

Chair Grimm called the meeting to order at 3:04 p.m. in the Upward Bound Conference Room in 225 Michael Schwartz Center.

2. Approval of Minutes: Executive Committee Meeting of January 22, 2020

A motion was made and seconded to approve the minutes of the meeting (Laux/Vande Zande). The minutes were approved with minor changes.

3. Meeting with Interim Provost Melody Tankersley, Assistant Provost Susan Perry, and Dean Alison Smith to Discuss the Kent Core

Senate voted in Fall 2020 to move forward with the assessment plan for the Kent Core. The Executive Committee met with guests to discuss the current situation. Dean Smith reminded us that senate approved three things: (1) using the American Association of Colleges and Universities (AAC&U) value rubrics as assessment tools, (2) moving from eleven learning outcomes to four categories that would be in line with AAC&U learning outcomes but tailored to Kent State, and (3) a faculty advisory assessment committee that would be formed to focus on the Kent Core. The University Requirements Curriculum Committee (URCC) has taken the next steps: (1) to begin a pilot program of assessment using the AAC&U value rubrics in the Spring 2020 semester, (2) to have 200 completed assessments of critical thinking and written communication on ten different upper-division courses by the end of the Summer 2020 semester, and (3) to begin a larger, faculty-driven discussion on what the four categories replacing the current eleven learning outcomes should be called. Interim Provost Tankersley expressed that we need faculty input to make those categories clear so that faculty will see that while there is no mandated change to core courses themselves, the changing of the learning outcomes means more than just a shift in naming. These new categories need to be linked to our values as an undergraduate institution. The interim provost believes that we need to engage faculty in the discussion of how to name the four new categories rather than just

having the university follow the AAC&U values. The current focus of each category has not yet been decided, and the examples given in the past at Faculty Senate could be changed or renamed. Currently, only the process for the assessment is being developed. Once these assessments are completed, Interim Provost Tankersley would like to take them to individual departments and ask them what courses would be right for promoting the values in the categories. She also emphasized that she is not looking to have course hours or majors changed, but instead to have faculty become more engaged with seeing how the labels of the categories help faculty and students to better understand the connection between the categories, the core and the major. Chair Grimm asked who would oversee initiating conversation about the labels. Interim Provost Tankersley may propose a faculty group to do this. Dean Smith explained the Liberal Education and America's Promise (LEAP) outcomes that had previously been discussed at Faculty Senate, and she pointed out how they were loose categories to which we could map our current courses. The categories are large, and there is a lot of room to make Kent State comfortable with the core. Motivation for making the change could include increased enrollment and looking at the success of the change at other universities to see how that could translate to what we stand for at Kent State. The logistics for how to get faculty input were also discussed and will be decided soon.

The discussion then shifted to the university calendar and the concern that Kent State might not be compliant with the Ohio Department of Higher Education (ODHE) contact hours required. This concern over contact hours was driven by the university not originally including the contact hours during the final exam period in our contact with ODHE. By not doing so, the university appeared to have too few minutes of contact. With the exam time included, Kent State is closer to being compliant. Kent State will propose increasing exam time by fifteen minutes for three-credit-hour courses to make the difference. The administration is still working on a solution for four and five-credit-hour courses, and Interim Provost Tankersley will look to see whether the Higher Learning Commission (HLC) will have a problem there. There was also a discussion of moving the timing of Spring Break when the current calendar cycle expires (the university calendar is planned out five years in advance). Interim Provost Tankersley will look into moving the Spring Break to an earlier part of the semester permanently and see how different departments/divisions would have to shift their timing to meet the demands.

4. EPC Items from the January 27, 2020, EPC Meeting

Items 1, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, and 18 from the EPC transmittal [attached] were passed by the Faculty Senate Executive Committee to be included as information items. Items 2, 3, 12, and 19 will go to the full senate for a vote.

5. Finalize Agenda for the February 10, 2020 Faculty Senate Meeting

The agenda was finalized.

6. Elections

Dates will be forthcoming. Nominees for election to senate are still needed from several constituencies. The Executive Committee identified people to contact who might be willing to run in the different areas.

7. Review Faculty Senate Articles for Archiving/Disposal

This item was postponed. The Executive Committee should be prepared to give feedback on what will be retained or disposed of by the next meeting.

8. Discussion of Ad Hoc Committee (Joint) to Address Calendar and Scheduling

This item was no longer immediately necessary based on the discussion with the guests above.

9. Defining “Break”

This item was postponed for the Faculty Senate Executive Committee retreat.

10. Retreat Update

We are still awaiting confirmation on the location.

11. Additional Items

The Executive Committee will discuss a proposed civility policy at the retreat on February 4.

12. Adjournment

Chair Grimm adjourned the meeting at 6:20 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate

attachment



TO: Pamela E. Grimm, Chair
Faculty Senate

FROM: Therese E. Tillett, Associate Vice President
Curriculum Planning and Administration

SUBJECT: Transmittal of items from the Educational Policies Council

DATE: 28 January 2020

In accordance with policy, I formally convey to you, with this memorandum, the following motions passed on 27 January 2020 by the Educational Policies Council for appropriate review by the Faculty Senate.

1. University Requirements Curriculum Committee: Designation of Kent Core status to ENVS 22070 Nature and Society (3) in the Social Sciences category. The course replaces GEOG 10160 Introduction to Geography (3) in the Kent Core. Course content and description for ENVS 22070 are revised. Effective fall 2020. [Proposal](#)
2. College of Aeronautics and Engineering: Establishment of the Aerospace Engineering major within the Master of Science and Doctor of Philosophy degrees. Minimum total credit hours to program completion are 30 for the M.S., 60 for post-master's Ph.D. and 90 for post-baccalaureate Ph.D. Effective fall 2020 pending final approvals. [Proposal](#)
3. College of Aeronautics and Engineering: Establishment of a Cybersecurity Engineering major within the Bachelor of Science degree. Minimum total credit hours to program completion are 123. Effective fall 2020 pending final approvals. [Proposal](#)
4. College of Applied and Technical Studies: Revision of name and course requirements for the Computer Design, Animation and Game Design major within the Associate of Applied Science degree. Revised name is Technical Modeling Design. Minimum total credit hours to program completion decrease, from 61 to 60. Effective fall 2020. [Proposal](#)
5. College of Applied and Technical Studies: Inactivation of the Mechanical Engineering Technology major within the Associate of Applied Science degree at the Trumbull Campus. Admission to the program at Trumbull was suspended in fall 2018. The program is and will continue to be offered at the Tuscarawas Campus. Effective fall 2020. [Proposal](#)

Office of Curriculum Services

6. College of Applied and Technical Studies: Revision of name, establishment of two concentrations and revision of course requirements for the Modeling, Animation and Game Creation major within the Bachelor of Science degree. Revised name is Animation Game Design. New concentrations are Animation and Game Design. Minimum total credit hours to program completion are unchanged at 120. Effective fall 2020. [Proposal](#)
7. College of the Arts: Establishment of an Acting for the Returning Professional major within the Master of Fine Arts degree to be administered by the School of Theatre and Dance. The major replaces a concentration in the Theatre Studies major. Minimum total credit hours to program completion are 60. Effective fall 2020 pending final approvals. [Proposal](#)
8. College of the Arts: Establishment of a Theatre Design and Technology major within the Master of Fine Arts degree to be administered by the School of Theatre and Dance. The major replaces four concentrations in the Theatre Studies [THEA] major: Design/Technology–Costume Design; Design/Technology–Lighting Design; Design/Technology–Scene Design; and Design/Technology–Technical Direction. Minimum total credit hours to program completion are 60. Effective fall 2020 pending final approvals. [Proposal](#)
9. College of the Arts: Inactivation of the Theatre Studies major within the Master of Fine Arts degree in the School of Theatre and Dance. The program is replaced by two new majors (formerly concentrations): Acting for the Returning Professional and Theatre Design and Technology. Effective fall 2020 pending final approvals. [Proposal](#)
10. College of Arts and Sciences: Revision of name, inactivation of optional concentration and substantial revision of course requirements for the Chemical Physics major within the Master of Science degree. Revised name is Material Sciences. Inactivated concentration is Liquid Crystal Engineering. Minimum total credit hours to program completion decrease, from 30-38 to 30. Effective fall 2020. [Proposal](#)
11. College of Arts and Sciences: Revision of name and course requirements for the Chemical Physics major within the Doctor of Philosophy degree. Revised name is Material Sciences. Minimum total credit hours to program completion are unchanged at 60 for post-master's and 90 for post-baccalaureate. Effective fall 2020. [Proposal](#)
12. College of Arts and Sciences: Establishment of a Data Science major within the Master of Science degree to be jointly administered by the Department of Computer Science and the Department of Mathematical Sciences. Minimum total credit hours to program completion are 30. Effective fall 2020 pending final approvals. [Proposal](#)
13. College of Arts and Sciences: Revision of name and course requirements for the German Literature, Culture and Translation major within the Bachelor of Art degree in the Department of Modern and Classical Language Studies. Revised name is German. Minimum total hours to program completion is unchanged at 120. Effective fall 2020. [Proposal](#)

14. College of Arts and Sciences: Revision of name for the Global Studies major within the Bachelor of Science degree in the Department of Political Science. Revised name is International Relations. Admission, course and graduation requirements are unchanged. Effective fall 2020. [Proposal](#)
15. College of Communication and Information: Revision of school name, from School of Digital Sciences to School of Emerging Media and Technology. Effective fall 2020 | [Proposal](#)
16. College of Communication and Information: Revision of name, inactivation of all concentrations and substantial revision of course requirements for the Digital Sciences major within the Bachelor of Science degree in the School of Digital Sciences. Revised name is Emerging Media and Technology. Minimum total hours to program completion is unchanged at 120. Effective fall 2020. [Proposal](#)
17. College of Education, Health and Human Services: Revision of name for the Sport and Recreation Management major within the Master of Arts degree in the School of Foundations, Leadership and Administration. Revised name is Sport Administration. Admission, course and graduation requirements are unchanged. Effective fall 2020. [Proposal](#)
18. College of Education, Health and Human Services: Revision of name, admission and course requirements for the Rehabilitation Counseling within the Master of Education degree in the School of Lifespan Development and Educational Sciences. Revised name is Clinical Rehabilitation Counseling. Minimum total credit hours to program completion increase, from 53 to 60. Effective fall 2020 (effective spring 2021 for admission revision). [Proposal](#)

The following item was passed at the November EPC meeting. The Provost's Office requested that it be withdrawn from the Faculty Senate's December agenda. We ask that it be added to a future Faculty Senate agenda.

19. Office of the Provost: Revision of 3342-3-01.1 Administrative Policy and Procedure Regarding Academic Requirements, Course Specifications and Course Offerings (Policy Register) and Catalog Rights and Exclusions policy (University Catalog). The revision updates language, clarify current procedures and practice, allow for consistent application and bring consistency with other policies and procedures. In addition, the name of the administrative policy is revised to Administrative Policy Regarding Academic Requirements, Courses and Policies. Effective fall 2020. [Proposal](#)

EC: Melody J. Tankersley, senior vice president for academic affairs and provost (interim)
Cynthia R. Stillings, dean, Graduate Studies (interim)
Manfred H. van Dulmen, associate provost for academic affairs (interim)
Teresa L. (Tess) Kail, secretary, Faculty Senate
Jennifer R. Hebebrand, project director for academic affairs
Office of Curriculum Services



**Faculty Senate Executive Committee
Minutes of the Meeting
February 5, 2020**

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Molly Wang (Appointed), Tess Kail (Office Secretary)

Not Present: Denice Sheehan (Appointed)

Guests: President Todd Diacon, Interim Provost Melody Tankersley

1. Call to Order

Chair Grimm called the meeting to order at 2:54 p.m. in the Urban Conference Room on the 2nd floor of the library.

2. Review of Topics for the President and the Interim Provost

Topics for review were discussed.

3. Approval of Minutes: Executive Committee Meeting of January 29, 2020

A motion was made and seconded to approve the minutes of the meeting (Vande Zande/Dauterich). The minutes were approved as written.

4. (3:15) Meeting with President Diacon and Interim Provost Tankersley

President Diacon and Interim Provost Tankersley arrived at 3:01 p.m. There was a discussion of the upcoming May 4th events, and following that, a conversation about a project in progress that will address the unintended racial consequences of policies and practices on campus. There was also a conversation about the possibilities of expanding the discussion of what it means to be a student-ready college to Undergraduate Student Government (USG) and the Graduate Student Senate (GSS) to see how students and faculty could best work as partners to determine their shared responsibilities. Finally, there was a question brought by the Executive Committee about how the administration

could better inform the Faculty Senate Ethics Committee about administrative actions based on the committee's recommendations. Interim Provost Tankersley suggested that she could work with Chair Grimm to form a discussion group to address the problem, and she added that she would contact Athena Salaba (Chair of the Ethics Committee) for more details.

5. Elections Update

The Joint Appeals Board (JAB) ballots have been distributed, and the election will close next week. The final slate of candidates for the Faculty Senate election has been filled, and the ballots will be sent to constituents shortly.

6. Disposal/Archiving of Old Materials

Tess Kail provided a list of materials with suggestions to dispose of them, digitize them, or continue to store physical copies. The Executive Committee made recommendations for what to do with individual materials.

7. Break Language

The Executive Committee investigated recommendations about language that would help define the term "break" and show what the responsibilities of students and faculty are during that time period. The committee decided to bring this issue to the Student Ombuds, USG, and GSS to see whether student complaints over the responsibilities are tracked before considering bringing it to the full Faculty Senate for discussion.

8. Additional Items

The Executive Committee discussed the civility policy that had been forwarded by Interim Senior Associate Provost Munro-Stasiuk. The Executive Committee added individual comments and suggestions to the proposed policy and will forward it to the Professional Standards Committee (PSC).

9. Adjournment

Chair Grimm adjourned the meeting at 4:54 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate