

Kennesaw State University Administrator's Council

Meeting Minutes from 1/17/19

9:30 – 11:00 AM, Kennesaw Campus, SS 1220 (Siegel Student Rec and Activity Center)

Present:

Teresa Johnston, Chair  
Randy Kennedy, Chair Elect  
Tamara Livingston, Recording Secretary  
Carmen Alexander  
Sharon Brownlow  
Sallie Bullard  
Stephen Gay  
Chris Hutt  
Kelly Johnston  
Karen McDonnell  
Nwakaego Nkumeh  
Chris Sharpe  
Edward Stephens  
Brenda Stopher  
Christie Storey  
Iyonka Strawn-Valcy

Guest Presenters:

Sharon Brownlow (Parent Student Office)  
Stephen Gay (Dual Authentication)  
Amy Buddie (NCUR Conference)  
Danielle Buehrer (SACS Accreditation)

CALL TO ORDER

- The meeting was called to order by Teresa Johnston at 9:32 AM.
- The Chair asked new members to introduce themselves: Carmen Alexander will be representing Legal Affairs, and Sharon Bronlow is representing Parent and Family Programs.
- The first order of business was to approve the minutes from the November meeting. A motion was made and seconded.

GUEST SPEAKERS:

STEPHEN GAY – DUAL AUTHENTICATION

Thanked everyone for their support and cooperation with implementing DUO, the dual authentication software. Noted that the software has already had a tremendous impact and helped to identify two academic integrity cases which are now being pursued. Next step is to roll out DUO to the students hopefully spreading to various applications by the first week in March. DUO will also soon be required for faculty to manipulate grades in Banner; this is important for preventing grade fraud and is a USG standard. Noted that DUO can be used on the same smart phone used for accessing applications. Chris Sharpe asked if “tokens” were available – these are fob devices that generate a one-time security code; Stephen confirmed that they are available and may be useful for airline travel or other situations when you may not be able to receive a push to your phone.

## SHARON BROWNLOW – INTRODUCTION TO PARENT AND FAMILY PROGRAMS UNIT

The Parent and Family Programs unit is housed within Student Affairs and seeks to engage parents and their students and provide information, services and programs. The unit has a new portal ([https://kennesaw.campusesp.com/users/sign\\_in](https://kennesaw.campusesp.com/users/sign_in)) for parent and student members that brings together content produced by the unit (newsletters, program information, etc.) with content provided by platform provider ESP and KSUcontent. Please contact the unit if you have content or information geared to parents and their students.

The unit can be reached at [family@kennesaw.edu](mailto:family@kennesaw.edu).

## DANIELLE BUEHRER – SACSCOC REAFFIRMATION UPDATE

Noted that accreditation is important for many reasons including the ability to offer federal financial aid. The current reaccreditation cycle started in 2016 after consolidation. Between December 2016 and September 2018 a self-study report has been compiled and completed. All of KSU's units are represented in the report. Important to know that the accreditation process has a significant peer-review portion; our peer review institutions are of a similar Carnegie designation and size. We received the Preliminary Findings report in November of 2018. There were no issues for the majority of the report and only a few issues for further investigation flagged in Academic Affairs having to do with information about faculty qualifications and program coordination. Accreditation standards are the same for all institutions but peer reviewer questions will be specific to the level of institution. Next steps will address findings and the QEP (Quality Enhancement Plan), to be submitted in February to different groups of reviewers; this group will visit the campus in late March (3/26, and 3/27) and provides an opportunity for further clarification and explanation. This visit generates a new report and we will have one last opportunity to address any outstanding issues before the process is completed. The cycle ends in December of 2019.

## AMY BUDDIE – NATIONAL COUNCIL ON UNDERGRADUATE RESEARCH (NCUR) UPDATE

Information about NCUR timelines and updates is available here:

<http://www.cur.org/what/events/students/ncur/2019/>

Currently finishing the review process for student proposal applications. There are numerous committees that interested staff are welcome to join to help out. Conference activities will take place on the Kennesaw campus; all classes are diverted to the conference for the time of the conference. The final count was 4,476 abstracts submitted representing 439 colleges and universities from 45 states (as well as a few international submissions). Georgia had an impressive turnout (1,041 abstracts) of which 450 were from KSU students. This year's NCUR is unique: first to be hosted in Georgia; first to offer Career Fair pre-conference; no printed program (use mobile app and pdfs). There will be a pep rally on March 6 for all students whose proposals were accepted (4 PM, University Rooms at the Student Center, Kennesaw Campus).

All NCUR events are free for anyone to attend (except for food and tee shirts). NCUR will not affect campus parking as participants will be parking off campus and shuttling in.

## COUNCIL REPRESENTATIVE REPORTS:

- Staff Senate: No report. Staff Senate met at same time as Administrators Council meeting.
- Faculty Senate: No report.
- Policy Process Council: January meeting was cancelled.

- University Council: Teresa Johnston. Meet two times per year, in fall and spring. Purpose is bi-directional information sharing and a greater understanding of the context for decision-making. Discussed a number of topics with President Whitten including:
  - Shared governance – what it means for KSU (i.e. it is a democratic conversation, but not a democratic process);
  - Changes in student fees – how to minimize or eliminate student fees that may not apply equally to all students or that unduly burdens them while maximizing opportunities the fees provide.
  - Communication strategies – Alice Wheelwright is looking at this closely
  - Staff teaching – discussed how overload is handled for those who are faculty, but for staff who teach, should be part of job description.
  - Comprehensive Administrative Review (CAR) report; discussion about the CAR projects, feedback, addressing “spans and layers” organizational issues.

Teresa Johnston challenged all Council members to please communicate what we learn here to our constituents to help broadly inform our staff about the context for decision-making.

- Brenda Stopher – Cabinet Updates:
  - Recently awarded Carnegie Institutional Ranking of “R2”; this will be very helpful for strategic planning and decision-making as we move forward. The deans, provost and Cabinet are drafting a document outlining how KSU plans to fulfill this ranking.
  - Noted that the CAR report and project list ([https://oie.kennesaw.edu/car/car\\_project\\_list.php](https://oie.kennesaw.edu/car/car_project_list.php)) has received very little feedback despite being posted and with a resource e-mail account for questions ([CARupdate@kennesaw.edu](mailto:CARupdate@kennesaw.edu))
  - Encouraged Council members to make sure you are talking about it with your teams and staff.
  - Changes will be effective July 1
  - CAR process is already completed by West GA and the USG System Office
  - This will be the top priority for budgeting from the System Office moving forward, so it is vitally important.

#### COUNCIL ROUNDTABLE DISCUSSION:

- Chris Sharpe – The Johnson Library now has the same hours of operation as the Sturgis Library.
- Tamara Livingston – Brief discussion about challenges implementing the new HR Class and Comp procedures; Teresa Johnston suggested bringing in an HR hiring liaison for the next Council meeting to help us navigate the changes.
- Karen McDonnell – Reminded everyone that the performance evaluation cycle is about to start. Important to take training in how to apply productivity categories for hiring managers if unsure about the process or want a refresher. The tool (Performance Objects) will not change this year, but hopefully next year.
- Iyonka Strawn-Valcy – Noted that changes in Study Abroad having to do with changes in students fees will be coming in 2020.

The meeting ended at 11:06 AM; a motion was made to adjourn and was seconded.

Respectfully submitted,

Tamara Livingston