

Kogod Faculty Council

AMERICAN
UNIVERSITY @
WASHINGTON, DC

2:35-4:20pm

Tuesday, December 4, 2018



AMERICAN UNIVERSITY
WASHINGTON, DC



“Vote Present” to Establish Quorum Count:

- All faculty in the room and those online must e-vote “Present” (by phone/tablet/laptop).
 - Tablet/laptop- Go to pollev.com/kogodcouncil and click ‘Present’
 - Phone - Text [kogodcouncil](https://pollev.com/kogodcouncil) to [22333](tel:22333) and then text the [letter A](#)
- The paper ballot option is reserved only for those faculty who hold a proxy for another member.
- Holders of a proxy must confirm and obtain a paper ballot from Prof. Lumsdaine.



2:30 Refreshments

- a. Establish Quorum (Ms. Sophia Florestal & Vice-Chair, Prof. Robin Lumsdaine)
- b. Establish Proxy Holders' presence (Prof. Robin Lumsdaine)

2:35 Call to order (Assoc Prof Mark Clark, chair, 5 min)

- a. Approval of Minutes of October 2018 Council meeting
- b. Welcome comments from the Dean (John, 5 min)
- c. EPC (Nandini, 10 min)
- c. Council bylaws (Mark, 20 min)
- d. Term faculty governance committee (Ajay, 15 min)
- e. Good of the Order (5 min)

Adjourn



Agenda Item #1

Approval of the Minutes of 10/09/18 Meeting



Agenda Item #2

Welcome comments

Dean Delaney



EPC Actions – *Prof. Nandini Lahiri, EPC Chair*

EPC F18-05

ACTION

Change the prerequisite for *ITEC-66o Business Intelligence*.



RATIONALE

- The Information Technology and Analytics Department proposes that the prerequisite for ITEC-660 be changed to remove 'ITEC-616 or ITEC-617'. Concepts from management information systems are now covered directly in the course. The knowledge gained in ITEC-616 and ITEC-617 is no longer necessary to be successful in ITEC-660.
- ITEC-660 is a required course in the MS Marketing Analytics program in the Kogod School of Business and the biotechnology management specialization of the MS in Biotechnology program in the College of Arts and Sciences; however, neither ITEC-616 nor ITEC-617 are part of these programs. The proposed change will allow students in the MS Marketing Analytics program and the MS in Biotechnology program to register for ITEC-660 without advisor intervention.
- Current catalog copy - *Prerequisite:* ITEC-610 and ITEC-616 or ITEC-617
- Proposed catalog copy - *Prerequisite:* ITEC-610 ~~and ITEC-616 or ITEC-617~~

ITEC-660 Action (F18-05)

Voting is open. Please vote at pollev.com/kogodcouncil

If you vote with a phone, please text the corresponding letter to 22333

"A" - for the motion (you support changing the ITEC-660 prerequisite)

"B" - against the motion (you do not support changing the ITEC-660 prerequisite)

"C" - abstain



EPC F18-06

ACTION

Create new course *ITEC-624 Big Data Analytics and Text Mining*



RATIONALE

- Text analytics is a core discipline in the skill set of any analytics professional. This new course will provide an additional, critical, skill set for our MS Analytics Students, both on-campus and online. In addition, it will provide these critically important skills to students across KSB. Successfully completing this course, will position students to be more competitive in the workplace and entrepreneurial endeavors.
- Currently, we offer ITEC 596 Text and Visual Analytics as a Special Topics course for both undergraduate and graduate students. Because these two audiences have very different skill sets, we find that it is necessary to separate the graduate from the undergraduate course. The course we are proposing herein will be strictly for graduate students using analytics and computational open source languages, like R and Python, which are more suitable for the MS Analytics audience. It is important to note that this course will be identical to the equivalent course SIS 750 Big Data & Text Mining. We are working closely with our colleagues at SIS to develop the two course proposals together so that we can cross-list them.



ITEC-624 Action (F18-06)

Voting is open. Please vote at pollev.com/kogodcouncil

If you vote with a phone, please text the corresponding letter to 22333

"A" - for the motion (you support creating the new course ITEC-624)

"B" - against the motion (you do not support creating the new course ITEC-624)

"C" - abstain



EPC F18-07

ACTION

For the MS Real Estate, reduce the core from 21 to 15 credits
and increase the electives from 9 to 15 credits



RATIONALE

- The Department of Finance & Real Estate proposes to remove the following courses from the core curriculum of the MS Real Estate program:
 - REAL-730 Real Estate Principles & Investments (3)
 - REAL-738 Real Estate Financial Modeling (3)
- With this change, the Core Required Courses will be reduced from 21 to 15 credit hours, and the Elective Courses will be increased from 9 to 15 credit hours.
- The topics covered in REAL-730 and REAL-738 are also covered in other required Real Estate courses, so by eliminating these courses, we are eliminating repetitive course work. In addition, reducing the core courses to 15 credit hours allows MSRE students to take more electives, which gives them more flexibility to tailor their program to their specific interests and career goals.



MSRE Action (F18-07)

Voting is open. Please vote at pollev.com/kogodcouncil

If you vote with a phone, please text the corresponding letter to 22333

"A" - for the motion (you support changing the core and elective credit hours for the MSRE program)

"B" - against the motion (you do not support changing the core and elective credit hours for the MSRE program)

"C" - abstain



Change to EPC bylaws

Existing by-laws

Educational Policy Committee - the Educational Policy Committee has oversight responsibility to the Faculty Council to report on suggested changes in individual course offerings and programmatic level reviews and initiatives. The results of the committee's deliberations are reported to the full Kogod Faculty Council to aid the Council in its review of and vote on these matters. Changes to the curriculum and programmatic offerings require approval by the Faculty Council.



Proposed change in by-laws

Educational Policy Committee - the Educational Policy Committee has oversight responsibility to the Faculty Council to report on suggested changes in individual course offerings and programmatic level reviews and initiatives. Major changes to the curriculum and programmatic offerings require approval by the Faculty Council. Minor changes in curriculum and programmatic offerings need not be voted on by the Faculty Council. Prior to the Committee's meetings, department representatives share information and seek comments on action items being considered by the Committee. For minor changes, action items are voted on in EPC, then disseminated to Council for information purposes. For major changes, the results of the committee's deliberations are reported to the full Kogod Faculty Council to aid the Council in its review of and vote on these matters.

Note: The proposed changes to the EPC by-laws above are based on the premise of a major/minor change as defined by the Office of the University Registrar . Definitions of what constitutes a major/minor change are provided in the 'EPC Proposed Bylaw Change' document circulated to all faculty before this meeting.



EPC Bylaws Action

Voting is open. Please vote at pollev.com/kogodcouncil

If you vote with a phone, please text the corresponding letter to 22333

"A" - for the motion (you support changing the EPC bylaws as proposed)

"B" - against the motion (you do not support changing the EPC bylaws as proposed)

"C" - abstain





Council Bylaws: Proposed Changes

– *Profs. Mark Clark and Robin Lumsdaine*

Kogod Faculty Council Overview *(review)*

- AU Faculty Manual requires faculty council for each academic unit
 - Ensure faculty voice in & responsibility for governance; final voice
 - Oversight for academic affairs: curriculum, degrees, review of faculty
 - Policies regarding other matters and topics of general interest
- Membership: All full-time faculty are members (adjunct may attend but not vote). Staff, students and others may be invited as non-voting guests.
- Council Leadership: Chair, Vice-Chair (*tenured, preferably full professors*)
 - Chair manages agenda and meetings; conduit for communications with Dean; window into the views of the faculty as a whole
 - Vice-Chair assists

Faculty Bylaws: Summary of Proposed Updates *(EPC separate)*

- **Quorum:** Allow electronic presence to count for quorum; establish quorum for each vote at 50%+1
- **Voting Requirements & procedures:** establish quorum for each vote at 50%+1, enable electronic vote outside meetings, and other procedures to allow voting to occur in line with EPC etc.
- **Faculty review:** remove “tenure track” (e.g., term faculty review)
- **Proxies:** add “for non-emergencies;” general vs. limited; by vote
- **Schedule & minutes clarification:** Notice of dates each semester, appointing Vice-Chair by the Fall term, minutes responsibility
- **Consistency & spelling:** terms such as “bylaws,” “its,” “Fall,” “Spring”

Quorum Bylaw Change Rationale

- Council meetings have been very close to NOT having quorum number physically present (although online bolsters, doesn't count)
 - Quora may also not represent voting eligibility group (e.g., tenure & term)
- **Proposed change to Article II, Voting:**
 - 1. ...A quorum **for a meeting** is established if **at the beginning of the meeting** more than half (a threshold of 50% + 1 **vote person** of full-time faculty eligible to vote) of the full-time faculty are **physically present** (in person or by audio or visual electronic means; e.g., phone or Skype) **at any meeting**. For each voting item in a meeting, a quorum is established is more than half of the faculty who are eligible to vote on that issue is present at the time of the vote.

Voting Bylaw Change Rationale

- To clarify voting produced. Also is in keeping with the EPC proposal (major and minor issues voted at meetings or online)
- **Proposed change to Article II, Vote Requirements:**
 - 2. Once a quorum is established for a voting item, votes of the Council are binding. The Chair, in consultation with those bringing forth an issue that requires a vote, typically decides whether a vote should be held during a Council meeting or whether it can be held outside of the meeting times. Generally, voting will occur electronically if possible, although the Chair typically may decide to use when paper ballots are necessary for votes held in Council meetings; but. Additionally, any individual faculty member may request the use of paper ballots for any in-person vote.

Faculty Review Bylaw Change Rationale

- The review function holds for all faculty, not just tenure track faculty
 - e.g., term faculty review committee

Current Faculty Review (Article II):

- “It is through this council that the faculty also exercises its oversight responsibilities for academic affairs: in particular the curriculum, the degrees and any certificate offerings of the school and matters related to the responsibilities and review of **tenure track** faculty for tenure and promotion. Policies regarding other matters and topics of general interest to the faculty may also be considered by this council.”

Proxy Bylaw Change Rationale

- The current proxy is allowed only if planned by 5pm the day before; does not allow for emergencies that may arise
- The revised language will specify that proxies may be general or specific

Proposed changes to “3. Proxy Votes” in Article II:

- “...proxy votes are allowed for Faculty members who cannot ~~attend~~ participate in a Faculty Council meeting vote due to conflicts, at the requesting faculty member's professional discretion (e.g., for legitimate conflicts such as faculty teaching, other business, or emergencies). The request for a Proxy Vote must be delivered in writing (email preferred) to the Faculty member's Department Chair and to the Chair and Vice-Chair of the Faculty Council as soon as practically possible and for non-emergencies no later than close of business (5PM) on the day before the affected Council Meeting so that the Chair and Vice-Chair can ensure proxy materials are available. The request should designate the individual to whom the proxy has been given and whether it is a general proxy (so that the proxy can exercise their own judgment in casting one or more votes) or a limited proxy (instructing the proxy to vote on one or more issues in a certain way).”

Scheduling, Minutes, etc.

Bylaw Change Rationale

- Notice of dates each semester, appointing Vice-Chair by the Fall term, minutes responsibility

Consistency & Spelling Bylaw Change Rationale

- Correcting typos (its, Fall, Spring) and inconsistencies such as “bylaws”

BYLAW Changes Vote: All Changes

Voting is open. Please vote at pollev.com/kogodcouncil

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- "A" - for the motion (you support changing the bylaws as amended and discussed)
- "B" - against the motion (you do not support changing the bylaws as amended and discussed)
- "C" - abstain

- **Quorum:** Allow electronic presence to count for quorum; establish quorum for each vote at 50%+1
- **Faculty review:** remove “tenure track” (e.g., term faculty review)
- **Proxies:** add “for non-emergencies;” general vs. limited; by vote
- **Schedule & minutes clarification:** Notice of dates each semester, appointing Vice-Chair by the Fall term, minutes responsibility
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BYLAW Changes Vote: Each area of change individually

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- "C" - abstain

1. **Quorum:** Allow electronic presence to count for quorum
2. **Voting Requirements & procedures:** quorum for each vote at 50%+1 etc.
3. **Faculty review:** remove "tenure track" (e.g., term faculty review)
4. **Proxies:** add "for non-emergencies;" general vs. limited; by vote
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6. **Consistency & spelling:** terms such as "bylaws," "its," "Fall," "Spring"





Term faculty governance – *SR. Associate Dean Ajay Adhikari*

Updates on Draft KSB Guidelines for Appointment, Reappointment, and Promotion of Term Faculty

Term Faculty Committee:

Ajay Adhikari

Engin Cakici

Michael Clayton

Emily Lindsay

Ghiyath Nakshbendi

Jay Pope

Tim Timura

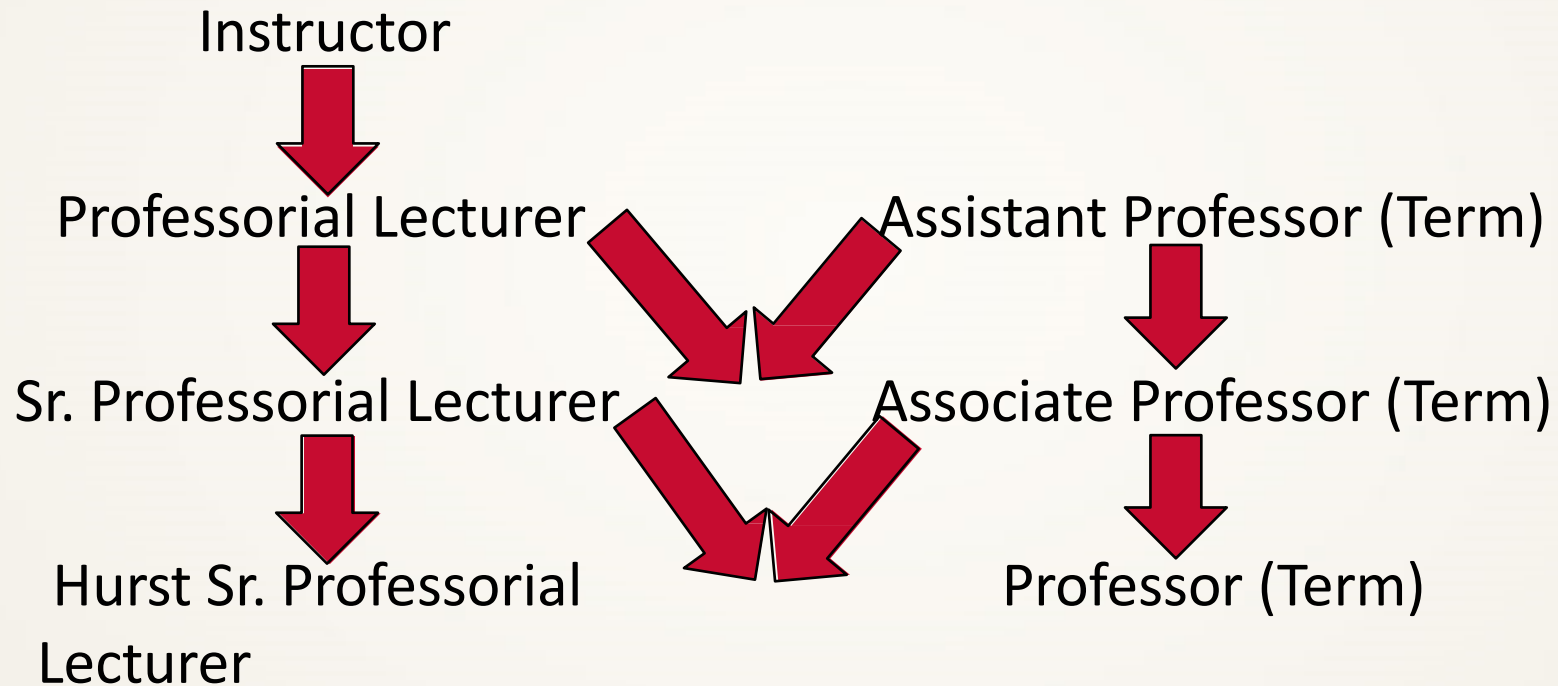


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Term Faculty Promotion Sequences

Professorial Lecturer

Assistant Professor Term



Evaluation Components

- Teaching & Student Engagement (Required)
 - Classroom activities
 - Non-classroom activities
- Service (Required)
 - Internal Service
 - External Service
- Scholarship (Not required but positively noted)
- Maintaining Academic or Professional Qualification (Important)

Promotion to Hurst Sr. Professorial Lecturer

- A candidate for appointment or promotion to the rank of Hurst Senior Professorial Lecturer rank must qualify as either a “Scholarly Academic,” “Practice Academic,” or “Scholarly Practitioner” under the KSB Academic and Professional Qualifications policy.

Multi-Year Appointments

- Recommendation for given rank and appointment to a multi year appointment are strictly separate actions.
- Generally KSB will consider term faculty for multi year appointments when:
 - a) the faculty member has taught full-time at AU for 3 years
 - b) there is sustained course need in the area of faculty member's teaching experience
- The duration of a faculty member's first multi-year contract will generally be two years. Thereafter, a faculty member can apply for a three-year contract.
- Five-year contracts will be reserved for faculty at the rank of Hurst Sr. Professorial Lecturer or Full Professor (term).

Criteria for Multi-Year Appointments

- Demonstrate high quality teaching and student engagement
- Demonstrate high level of engagement and commitment with respect to service to KSB, AU, the profession, and the broader community
- Maintain academic and/or professional qualification through sustained academic and professional engagement based on KSB policy on Academic and Professional Qualifications
- Longer multi-year appointments (3 years or more) are reserved for term faculty who exhibit leadership in addition to excelling in teaching and service. Five years multi-year contracts are reserved for term faculty holding the Hurst Senior Professorial Lecturers or Full Professor (term) ranks.

Term Faculty Review Committee (TFRC)

- TFRC reviews and votes on promotion decisions and hiring faculty at the Sr. Professorial Lecturer level or above.
- TFRC composition will reflect Kogod's overall faculty composition and will be reassessed at the beginning of each academic year.
- The tenured members will include the RTC Chair, the RTC Vice Chair, and senior most member(s) by term from the remaining RTC members based on the relative composition of the TFRC.
- Term faculty members will be elected by full-time faculty of departments not represented in TFRC through RTC membership.
- The RTC chair will also chair the TFRC.

Term Faculty Review Committee

Responsibilities	TFRC Review and Vote	TFRC Informed
Promotion to Professorial Lecturer		Yes
Promotion to Senior Professorial Lecturer	Yes	
Promotion of Hurst Sr. Professorial Lecturer	Yes	
New faculty hire appointed to Sr. Professorial or Hurst Sr. Professorial Lecturer rank	Yes	
New faculty hired at Instructor or Professorial Lecturer rank		Yes
Term faculty appointed to multi-year contracts		Yes

Timeline

- Comment Period: December 4, 2018 – January, 11, 2019
- Updated Draft Circulated to KSB Faculty and CFA by January 25, 2019
- Proposal Voted on first Kogod Council in February 2019
- Submitted to CFA by end of February
- Policy becomes effective Fall 2019

Questions?



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Good of the Order



Thank you!

Thank you!

Happy Holidays!