

Agenda for Kogod Faculty Council

October 3, 2017, 2:35-4:20pm

KSB 118

2:30 Refreshments

Pre-meeting:

- a. Establish Quorum (Count all physically present) – Sophia Florestal & Prof. Mark Clark

Additionally, all faculty members in the room voting on their own account and those online must use their laptop or smartphone to vote “Present.” See attachment.

- b. Establish Proxy Holders’ presence - Prof. Mark Clark

Per the faculty bylaws (<http://www.american.edu/kogod/facultycouncil/by-laws.cfm>), faculty who wish to assign their proxy must notify the Council Chair (elms@american.edu) and Vice-Chair (mark.clark@american.edu) and their Department Chair by 5pm on the day before the affected Council meeting. The request should also specify the faculty member to whom the proxy has been given.

2:35 Call to order

1. Approval of Minutes of 04/04/17 Council meeting
2. AACSB Data--Faculty Qualification Coverage Ratios: Senior Associate Dean Ajay Adhikari (15 min)
3. Policy Reconciliation: Profs. Heather Elms and Mark Clark (10 minutes)
 - a. Up-to-date, consistent, and available—and including record of faculty approvals (e.g., on I-Drive and/or Faculty Council website)
 - i. 2011 KSB Policy Manual and 2014 KSB Faculty By-Laws
 - ii. 2015 RTC P&T Guidelines and 2010 KSB Target Journals Guidelines: respectively, premier exemplar 2015 vs. premier exhaustive 2010, and on petition process, 2012 RTC Memo on Petition Process
4. Faculty Senate Update: KSB Faculty Senate Representative, Emily Lindsay (10 min)
 - a. ITS Working Group
 - b. AU Faculty Manual Revisions
5. EPC Actions: Prof. Yinqi Zhang (10 min)
 - a. **F17-01**: IBUS-303 Learning from Global Enterprise Failure (change of prerequisites, course name and description)
 - b. **F17-02**: ITEC-320 Business Analytics (change of prerequisites)

6. Topic poll: Profs. Heather Elms and Mark Clark (5 min)
 - a. Link to be sent to poll faculty for issues that should be presented, discussed, and/or voted
7. Good of the Order (5 min)

Council Voting Procedures

Device: Smartphone and laptop/tablet (no “dial up” phone)

Adrian has created a text number “22333” (text “kogodcouncil”) and a web site page, www.POLLEVERYWHERE.COM/KOGODCOUNCIL to facilitate voting.

Both permit easy voting. Once you’ve texted “kogodcouncil” to 22333, you’ll be able to text A, B, or C, according to the Yes/No/Abstain vote as indicated on the Council Meeting PowerPoint. Similarly, once you’ve bookmarked and opened the webpage, it automatically shows your choices.

Adrian can open, tally and close a poll easily. The web page updates the status and your options. We believe the most efficient procedure is to create a generic “Yes / No / Abstain” poll and activate it as required.

Presentation of the action at Council

The action under consideration will appear in the PowerPoint screen in KSB 118 as we’ve done in the past. To simplify matters, any editing or construction of a motion will be done directly “on screen” in 118 using the power point slide. Separating the “vote” page from the “motion” slide seems to be operationally quick and simple.

Establishing Quorum and The Baseline for Passage of an Action

Quorum count. Attendance will be confirmed two ways at the beginning of Council: normal headcount and by asking all members to e-vote “Present” (by smartphone/iPad/laptop) and by initial sign-in for any paper ballot. This paper ballot option is reserved for those who are physically present and wish to vote by ballot rather than smartphone/iPad/laptop/ PLUS those who hold a proxy for another member. (Adrian will create a “Vote Present” poll for this opening exercise for the quorum count.)

The attendance head count defines the baseline (a quorum requires 51% of KSB full-time faculty to be physically present) and thus the “hurdle” (67% of those present) for passage of any general vote taken at that Council. **If required**, a second “Present” vote may be taken for restricted votes (e.g., only tenure-track faculty are eligible to vote on certain issues).

Phone dial in

At this time we have no simple and reliable system for members who listen via phone. (If you are a multi-tasker presenting at an academic conference and listening to Council, you have the option of requesting a proxy ahead of time.)

Side Comments / Issues

1. Risk of double voting. To maintain anonymity we will not collect a name or id. Thus, we cannot prevent someone from voting via laptop and also a second device such as a smartphone. We are on an honor system.
2. Dropped internet connections while you are home / off site. There is no 'back up' system. A lost internet connection during a Council session means a lost vote. (Note, the hurdle remains the same since it may be too troublesome & time consuming to repeat the "All Present Vote" routine before every action vote.)

Summary

With a computer or other internet capable device (e.g. iPad, Android tablet): go to pollev.com/kogodcouncil and select the response. Please bookmark the page for future use. At the beginning of the Council meeting we'll run a count to establish the quorum, please click on the "Present" button at the beginning of the meeting to get counted.

If you do not have access to a computer, you can use a phone to text the code corresponding to your chosen response to 22333.

Instructions for texting the response:

1. Start the text messaging application on your phone
2. Enter 22333 for the recipient address
3. Type KOGODCOUNCIL in the content field and press Send to join the session
4. After you have joined the session, you can enter the corresponding letter (A, B, or C) for the response (the letters will be projected on screen next to the response alternatives) and press Send.

The easiest way to respond is still by browsing to pollev.com/kogodcouncil with an Internet enabled device. If you have technical questions, please contact Adrian.

Adrian Mihailescu
Director of Technology
Kogod School of Business
adrian@american.edu
(202) 885-2114