Kogod Faculty Council

April 23, 2019
Minutes (Agenda attached), prepared by Sophia Florestal

Attending Faculty: Ajay Adhikari, David Bartlett, Sheila Bedford, Bill Bellows, Valentina Bruno, Wendy Boland, Carol Bruckner, Meredith Burnett, Michael Carberry, Erran Carmel, Mark Clark, Parthiban David, John T. Delaney, Frank DuBois, Heather Elms, Alberto Espinosa, Casey Evans, Brett Gilbert, Maureen Hall, Dave Harr, Jeff Harris, Octavian Ionici, Asad Kausar, Tom Kohn, Emily Lindsay, Kimberly Luchtenberg, Sarah Mady, Stacy Merida, Alex Mislin, Anu Mitra, Joseph Mortati, Tomasz Mroczkowski, Ghiyath Nakshbendi, Jennifer Oetzel, Mahsa Oroojeni, Serge Pires da Motta Veiga, Girish Ramani, Cristel Russel, Ali Sanati, Jay Simon, Jon Simson, Ioannis Spyridopoulos, Catalin Stefanescu, Siri Terjesen, Tim Timura, Ed Wasil, Tommy White, Don Williamson, Mikhail Wolfson, Heng Xu, Nan Zhang, Yijiang Zhao
Staff: Reena Dwire, Sophia Florestal, Adrian Mihailescu

Faculty Attending Online: Engin Cakic, Michael Clayton, Derrick Cogburn, Maria Figueroa-Armijos, Rick Gibson, Sonya Grier, Yujin Jeong, Susan Krische, Nandini Lahiri, Gwanhoo Lee, Richard Linowes, Michael Mowchan, Ayman Omar, Benjamin Wright

Absent Faculty: Frank Armour**,** Kent Baker, Richard Devine, Augustine Duru, Tara Fisher, Manoj Hastak, Robert Hauswald, Ron Hill, Itir Karaesmen-Aydin, Jill Klein, Robin Lumsdaine, Mark Ma, Gerald Martin, Michael Mass, Sanal Mazvancheryl, Randy Nordby, Joe Prendergast, Jay Pope, Leigh Riddick, Jeff Rinehart, Bob Sicina, John Swasy , Yinqi Zhang

1. Remarks from Council Chair Mark Clark

- A moment of silence was held for the passing of MS Analytics student Grant Wagner.
- Two governance issues on the agenda:
    - EPC
    - Mandated "End of Year" report for the Council Chair
- **Approval of Minutes of Feb. 5th and March 26th Council meetings**
    - Minutes stand as approved. (If no corrections are needed, they are approved)

2. Comments from Dean Delaney

- Several faculty members have inquired on why the number of staff members have grown so much.
    - Data: Number of Staffers:
        - 2016 =48
        - 2017 =46
        - 2018 =50
        - 2019 =54
    - Number of faculty:
        - 83 – 89 Full-Time faculty
            - 35 Term has stayed the same.
            - 49 to 56 Tenured or Tenure-line
    - The reasoning for the growth in staffers:
        - The need for expertise and support in our various centers in Kogod

- - - This is a fact at all universities.
      - Universities are facing new issues today as opposed to earlier years.
        - Mental health, growing student body, Online MBA program, Online Graduate programs, Career services: job placements
  - Our focus will always be full-time faculty and term faculty.
- Financial Data for Kogod: Deficit and investments?
  - Plans from two years ago to move the school forward: Hire more faculty by taking some money Kogod had in surplus and hiring faculty upfront. Through program fees, executive education and through development replenish that money to restore surplus.
    - As a reminder, the Dean noted that the money we have in surplus earns no interest. This is mainly money we grew largely from Online education revenue.
    - For the current year, we are ahead of our projections, meaning we earned more money this year than we anticipated.
  - $1 million dollars is the anticipated cost on the New Mexico renovations for faculty space. The university will pay us half of this cost. In other news all the bids from architecture firms are in and they are all under what we anticipated. That in turn will give us more money for the renovations that will take place in Kogod.
  - Development outcomes are not yet where they need to be. A new Assistant Dean of Development has been hired and will start on May 20th.
    - Although the numbers are not great, we have made several large submissions, including $10 million dollars in proposals out right now that we're waiting hear back from. The Dean expects that they will fall into place in the near term.
    - We have made really good progress in identifying alumni that are quite successful. Two were found in London whose names had been lost in the AU system of tracking. We have also identified several alumni from the early 1980s. We will move forward as we find people and make progress.
  - Kogod is in solid shape going into the coming year. We do not expect to be in a situation where we must relax the pace of hiring of faculty.
  - We will incur a budget cut from the university despite the Dean's objection, but this has already been factored into the Budget.
  - The market for MBA programs is not looking good. This is nationwide. Numbers have gone from a typical size of 100 to 65 students.
    - Pressure on us to decide on the full-time MBA program if we can't get it to the right level.
    - How will we build out our other graduate programs to generate the enrollment we want? We will have to tackle the question of online vs face to face.
    - Financially we can hire more faculty for these online courses.

3. Update from – SR. Associate Dean Ajay Adhikari
- Term faculty guidelines were approved and finalized.
  - Term faculty holding the Executive in Residence rank will now transition to being Professional Lecturer. The contracts will reflex this change.
- Tenure guidelines need revisions. The last one was five years ago. The Sr. Associate Dean is looking to the RTC to work on this. Kogod will be one of the first group to get back to the CFA with its revisions. A memo was sent out with items they'd like to see from us. The deadline is November 1st,2019 for unit tenure guidelines. Work needs to begin this summer. Before sending

the final revisions back to the CFA, they need to be approved by the Kogod Faculty Council and the Executive Committee.

- The provost has endorsed the faculty senate committee on evaluations on teaching. They are moving towards a more portfolio approach, which has three elements (Peer assessments, student assessments and self-assessments). The SETs cannot account for more than 50% of the total evaluations as far as teaching is concerned. Each department will have to come up with their own evaluation guidelines in terms of how teaching will be assessed.
- The (AACSB) Accreditation visit team raised some questions regarding our academic and professional qualifications document.
  - Recommend we take a second look them and revise them. They found certain contradictions and shortcomings in our document. The RTC has looked at it so far and feels that a committee consisting of both tenure-line and term faculty should work on this matter.
- In summary, it will be a busy summer ahead for us, various committees to be set up.
- Questions from faculty:
  - When is this due? Response: This should be completed by our next accreditation assessment.
  - This is the first that we're hearing about the Provost wanting us to revise our RTC document, is this somehow directed at the KSB faculty? Response: No, it's just the five-year review for the entire university, not targeting Kogod at all. It's been five-years since our last set of revisions.
  - A suggestion was made regarding the merit review cycle: The timeline should move to the academic year instead of calendar year. Response: The merit review will be in alignment with your teaching reviews.

4. State of the Faculty Council – Council Chair Mark Clark

- Kogod Council Leadership team for 2018 – 2019
  - Mark Clark, Chair
  - Robin Lumsdaine, Vice-Chair
  - Sophia Florestal, Faculty Support
  - Adrian Milhailescu, Technology Support
  - Reena Dwire, EPC

- Presentation began with a reminder of why we have faculty council
  - The Chair emphasized why the council is important to the faculty.
    - 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
  - KSB Council Approach AY 2018 - 2019
    - Faculty Council has important but limited purposes

IMPORTANT	LIMIT
Governance: programs, curriculum, P&T, related issues (e.g., $$, structure)	Captive audience & info-only presentations (non-voting)
Input to administrators on strategic issues, prioritizing those under Kogod influence	

Faculty Chair & Vice-Chair activities

Chair	Vice-Chair
Set Council Agenda based on importance and limitations (not speaker forum)	
Communicate with faculty	
Attend Executive Committee meetings & communicate with deans	Track proxies

- o KSB Council Activities AY 2018 – 2019
  - ▪ Modified/Updated Bylaws for Quorum & Proxy
    - • Changed quorum requirements to include participation in all forms
    - • Changed voting requirements to reflect quorum change and enable electronic voting outside of KC meetings
    - • Changed proxy requirements to allow last-minute emergencies
  - ▪ Streamlined KC meeting process
    - • Reduced "for information" agenda items
  - ▪ Enacted Term Faculty Governance
    - • New appointment/reappointment/promotion guidelines
    - • Creation of Term Faculty Review Committee (TFRC)
  - ▪ Streamlined EPC process
  - ▪ Addressed Priorities outlined in last year's end-of-year-survey
    - • Greater discussion of budget in KC
    - • Greater transparency of issues/concerns regarding:
      - o Enrollments
      - o Placement
      - o Other areas (e.g., rankings)
    - • Less minutiae (at least we hope so ☺)
      - o Hoping this will make it more likely that faculty will attend and participate in these meetings.
    - • Fewer, more efficient meetings (5 this AY)
      - o One meeting was eliminated
      - o Some faculty wanted to meet once per semester, others suggested once every month. So currently we're somewhere in the middle.
  - ▪ Still to do and next steps:
    - • Strategic program review
    - • Faculty involvement & information sharing (e.g., EPC, RTC)
    - • Online meeting participation: Video
      - o One suggestion is to have more screens on the walls to facilitate online participation. This would foster more engagement and attendance at meetings. More screens help those online to gauge the

mood of the room and makes us more efficient in how we interact. We do this already for our online classes. It would be a great addition to the classrooms. Hopefully with the upcoming renovations that will happen.

- End of Year survey:
    - Reviewing the kinds of programs, we want to offer. We the faculty have governance over the curriculum. What do we as Kogod want to be? Which programs work or don't work? That is a big role that the faculty play.
    - What EPC and RTC can share with the faculty? What is public knowledge and what is not?
- Passing the torch
    - Vice-Chair Robin Lumsdaine begins term as chair, 2019-20
    - Vice-chair nominations needed
        - Tenured line nominees only
- Please be involved, send all questions to Robin Lumsdaine.

5. EPC Actions – Prof. Nandini Lahiri (Prepared by Reena Dwire)
The following EPC action was considered during the meeting via electronic votes and proxy paper ballots. (Votes reported in order: "YES", "NO", "ABSTAIN",)

- **S19.07   MKTG-472 Entertainment Marketing**
  Action: Create new course

    - This will be a new elective course offered to undergraduate students with an interest in marketing and arts/entertainment. It is suited for majors / minors in marketing as well as BAE. We do not offer any other course that covers this type of content.
    - It has been offered as a topics course twice previously (Spring 2018, Spring 2019). Enrollment data make it clear that there is a high demand for the topic of the course. There is often a wait list for the class. The feedback received from the students also shows that they value the content of the course, which is the reason to propose that it be made a permanent course. Entertainment marketing is a necessary activity in the operations of every entertainment economy, so having a course that creates and examines marketing strategies specifically addressing the brand management and integration will be a significant addition to the BAE major.

  S19.07 was APPROVED (41:2:1)

- **S19.08   MGMT-205 Business Ethics**
  Action: Create new course
    - This course has been approved as a Habits of Mind Ethical Reasoning course in the AU Core. It is intended to enable students from across campus to build skills in identifying, critically evaluating, and responding creatively to the ethical dilemmas confronting business, whether as an employee, consumer, supplier, investor, government representative, media reporter, NGO, or other stakeholder. This course will not be a required course for any undergraduate major.

- Business Ethics is a fundamental underpinning of business. Business Ethics issues are integrated with almost every business course to varying degrees. However, we do not currently have a course exclusively covering this topic. This course fulfils that need.
- All undergraduate students are required to take at least one Habits of Mind course in Ethical Reasoning. We anticipate that KSB students will likely prefer to take a course on Business Ethics and anticipate that about 100 students will enroll each semester.

S19.08 was APPROVED (47:0:0)

- **S19.09   GWP's Digital Technology General Credential – KSB Pathway**
  Action: Create new program
  - The Greater Washington Partnership (GWP) is an organization which seeks to promote economic growth throughout the Washington Metropolitan Area. In summer 2018, the GWP announced the launch of the Capital CoLAB (Collaborative of Leaders in Academia and Business), a first-of-its-kind alliance of university and business leaders who have come together to take action to strengthen the Capital Region and position the region as a leading global hub for innovation.
  - The GWP created the Collective because the region's business leaders identified a need for higher skilled labor in the area of digital technology. The Digital Technology Generalist Credential is designed for students seeking to acquire digital technology skills required by employers across a broad range of professions.
  - KSB has mapped the business-identified competencies in the Credential against its existing curriculum. The following courses would meet the KSAs for the Digital Technology Generalist Credential:
    - ➢ STAT-204 Introduction to Business Statistics
    - ➢ ITEC-200 Edge of Information Technology
    - ➢ ITEC-320 Business Analytics (prerequisite: ITEC-200 and STAT-204)
    - ➢ ITEC-466 Cybersecurity Risk Management (prerequisite: ITEC-200)
  - The Digital Technology Generalist Credential will be awarded to students who complete STAT-204, ITEC-200, ITEC-320 and ITEC-466 with a grade of C or better in each course and a GPA of at least 3.0 over the four courses and pass KSB-101 Business Professionalism.
  - No new courses need to be built for the Digital Technology Generalist Credential.

S19.09 was APPROVED (49:0:1)

6. KSB Council Vice-Chair, nominations request for 2019-20
- **Please send your nominations to Mark Clark over the next few days.**

7. Good of the Order
- Assoc. Dean Wendy Boland
  - Talked about the changing MBA landscape
    - The graduate team is working on many things to keep the program going.
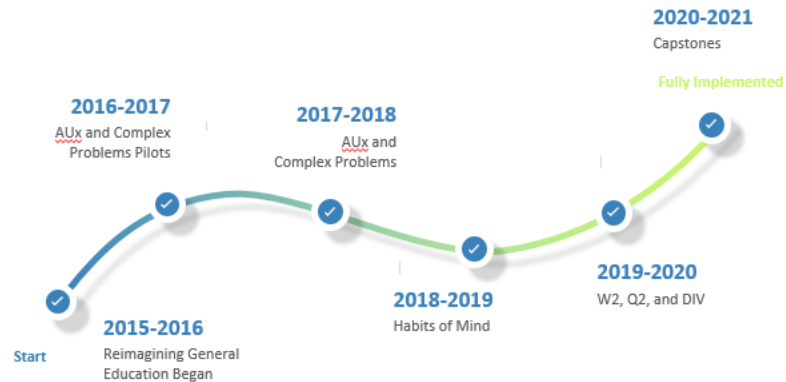
- - Thanked Maureen Hall and the Strategic Communications team for putting together an informative MBA packet. The packet contains all the resources they'll need to begin their graduate journey.
    - Once Kogod receives an MBA student's deposit, they will be sent a packet. The packet contains the brochure, Kogod branded items: notebook, pen, luggage tag, and lip balm.
    - The Dean's office is working on a Code of Professionalism guide for all Kogod students.
- Council Chair Mark Clark: Facilities reminder for departments that have not given to the Facilities Committee their suggestions for the renovations. Once all the feedback is all in, the Facilities Committee will be creating a report to give to Dean Delaney.
- Prof. Casey Evans and Joseph Mortati talked about the creation of the Faculty Handbook.
  - A resource for department chairs for onboarding newly hired faculty.
    - How to manage Eagle Service/AU Portal
    - What an "Early Warning" for students is
    - How to submit grades
    - They've developed it for all on campus faculty at both the undergrad and graduate levels. All the department chairs have seen it and approved it. Prof. Evans will send out to everyone via email after the meeting.
- SR. Assoc. Dean Adhikari acknowledged the retirement of Prof. Mike Carberry and Prof. Richard Linowes.
- Prof. John Simson acknowledged two Kogod students winning Student Achievement Awards this semester. Out of ten awards, Kogod students are receiving two of them:
  - The Kinsman-Hurst Award
  - Charles C. Glover Award

8. AU Core – Faculty Chair of the AU Core, Jessica Waters and Brad Knight, Director of AU Core

- Jessica thanked a few Kogod people for their input on AU Core: Casey Evans, Ajay Adhikari and Jesse Boeding (Former Asst. Dean of Advising) for the work they've done over the last few years on AU Core.
- AU Core is in its first year (although it has been in talks for several years before it was launched)
  - The following quote underscores what the AU Core is intended to address: *"We are drowning in information while starving for wisdom. The world…will be run by synthesizers, people able to put together the right information at the right time, think critically about it, and make important choices wisely."* –E.O. Wilson
  - AU Core - The Curriculum:
    - Foundations Courses (Taken in the students' first year)
      AU Experience I & II –
      - AUx1 - Navigate the academic, social, cultural, and psychological adjustment to university life. Taught by first-year advisors. 1.5 cr.
      - AUx2 - Engage in discourse about structures of power, privilege, and inequality—and practices that challenge those structures. 1.5 cr.
      - Complex Problems – Practice scholarly methods of inquiry and study real-world problems or enduring questions. 3 cr. (140 faculty teaching these classes) This seminar is about how to ask questions.

- Writing and Information Literacy I (W1) - Develop strategies for researching, drafting, and revising a variety of original arguments and projects. 3-6 cr.
- Quantitative Literacy I (Q1) - Strengthen mathematical or statistical skills (course selection based on a placement exam). 3-4 cr.
  - Habits of Mind Courses (Taken throughout the 4 years) Students take one course in each of these habit categories. Through them, they get five different skill sets on how to think about things.
    - Creative-Aesthetic Inquiry 3 cr.
    - Cultural Inquiry 3 cr.
    - Ethical Reasoning 3 cr.
    - Natural-Scientific Inquiry 4 cr.
    - Socio-Historical Inquiry 3 cr.
  - Integrative Courses (Taken within their major)
    - Diversity and Equity - Examine structural inequalities from disciplinary perspectives and consider practices needed to create a more equitable society. 3 cr.
    - Writing and Information Literacy II (W2) (Prof. Michael Clayton will be the future chair of this committee, starting in Spring 2020) - Refine the writing and research conventions central to specific disciplines or professions. 3 cr.
    - Quantitative Literacy II (Q2) (Prof. Jay Simon is currently on this committee) - Translate real-world or disciplinary questions into quantitative frameworks. 3-4 cr.
    - Capstone - Synthesize the undergraduate experience in a signature project. 3 cr.
- AU Core – Inquiry-based Learning:
  - Put your curiosity to use
  - Become an agile thinker
  - Embrace radical uncertainty
  - According to LinkedIn: Five skills most worth learning in 2019:
    - Creativity, Persuasion, Collaboration, Adaptability and Time Management (These are all things that AU Core is teaching and Integrative courses)
- General education reform is sweeping the nation.
  - Many schools have implemented their own core classes, only to abandon them.
  - It's successful here at AU due to the level of involvement by 380+ faculty members from Fall 2017 to Spring 2019.
    - Kogod faculty that have been committee members:
      - Michael Clayton, Heather Elms, Nandini Lahiri, Sarah Mady, Ayman Omar, Bob Sicina and Jay Simson.
    - 320+ Faculty who have proposed courses
    - 175+ Faculty who have participated in Faculty Development
    - 97+ Faculty have served on AU Core Committees
  - Accomplishments:
    - 239 proposals approved from Fall 2016 – Fall 2018 (Plus 94 courses that were approved this spring semester).
    - AY 2018 – 2019, 346 sections were offered.

Timeline

2015-2016 — Start — Reimagining General Education Began

2016-2017 — AUx and Complex Problems Pilots

2017-2018 — AUx and Complex Problems

2018-2019 — Habits of Mind

2019-2020 — W2, Q2, and DIV

2020-2021 — Capstones — Fully Implemented

- o Feedback from one faculty member:
    - ▪ Students do not really seem to like the AUx1 and AUx2, how will AU Core fix these to make it better? Response: They'll be reevaluating all that isn't working and rolling them out in the coming fall semester.
    - ▪ What about the Advisor/Teaching thing? Many of the faculty are not comfortable with that.
        - • Many students love this aspect, the faculty not so much.
        - • AU Core is a work in progress and the Committee will continue to evaluate and identify things that don't work.
    - ▪ Website - https://www.american.edu/provost/undergrad/core/

9. Adjourn

Post-meeting session on student retention – Dan Myers, Mary Clark and Jessica Waters

- • AU has a good record of student retentions, but over the past 10 to 15 years, other schools have managed to move their numbers upwards while AU has stayed the same level.
    - o What are we doing about better retention?
        - ▪ Retention Task force has been put together to work on this. Among the ideas they are pursuing:
            - • Track students that transfer out, be in contact with these students and why they left? See if they're candidates for coming back to AU.
            - • What kind of patterns are out there? Make some structural changes to student experience to help in the retention rate.
            - • Also focus on the faculty regarding this matter. What do faculty know about this issue and what have they heard from the students, i.e., those who have left, are about to leave or changed their minds about leaving?
                - o What makes those that thrive here stay at AU?
            - • Faculty feedback and suggestions:
                - o Students leave Kogod and go to another unit on campus.
                - o Location of School.
                - o They haven't found their major.

- They don't feel like this is the right place for them.
- As a department, they have sophomores talk to freshmen and seniors talk to juniors. Making better connections early on helps in student retention. Peer to peer mentoring.
- There should be better communication about opportunities, whether it be career or intellectual opportunities or extracurricular activities Some students were not aware of opportunities.
- We tend to push students off campus too much
- Internships didn't go as the students might have liked, and that reflected badly on AU.
- Need to build a better community on campus.
- We can't compete with downtown DC, so we must do better on campus.
- One on one connection: Student and faculty
- Some students leave for family matters. We can't really change those circumstances.
- AU does not have big-name recognition like Georgetown, Harvard, etc. We must help students to understand how AU can help in their future without the same level of name recognition.
- International student retention.
- Smaller classes
- Data regarding those who leave because they had to and those who left because they wanted to? It is important to identify the reason for leaving, whether due to medical issues, mental issues, fitting into the school, financial issues.
- How were students selected to attend AU? What is AU's image, who are we attracting, are we selecting the right students in the first place? What is the optimal retention level – is it 85%, 88%? We also need better mental health services, so those students don't leave, as well as helping international students with job placements? It's not just about retention, but also selection. (Mary Clark stated that this trade-off is noticeable once above 90%, the caliber of students starts to diminish if we let in too many students) AU data: in the last 10 years we've been in the 87 - 89% range). Did some students pick AU because we were the backup school?
- Are we a one note school, being WONKs, then students come here, and they don't want that any longer? We need to expand what we offer here at AU.
- Always retaining students isn't always what we should do, if they can go elsewhere and have better growth.
- How do we increase AU connections across campus with all the different units? Through doing service projects. We need to reach more of Washington, DC with those service projects (local grade schools and high schools). We haven't yet figured out how to ensure the students say definitively that this is where we belong. There is room to do this.

- o Follow through with projects that began their freshmen year and finish up in their senior year? Build a connection throughout a student's four years on campus.
  - o Living learning experience at Airlie.
  - o Academic challenge -- they'll be looking into that aspect.
  - o Roommate issues.
- Biggest factor on why students leave? Where can AU intervene in helping students leave?
- Please email them with any thoughts to them.

Council Chair Mark Clark - Meeting adjourned.

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Faculty Council Chair: Prof. Mark Clark
Faculty Council Vice-Chair: Prof. Robin Lumsdaine

Kogod Faculty Council Agenda
April 23, 2019, 2:35-4pm
KSB 118

2:30 Refreshments
Pre-meeting:
a. Establish Quorum: 50%+1 present in person or by audio or visual electronic means (Sophia Florestal)
b. Establish Proxy Holders' presence (representative for Prof. Robin Lumsdaine)
   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.

2:35pm Call to order (Mark Clark, chair)

1. Approval of Minutes of February 5th and March 26th, 2019 Council meeting

2. Update from the Dean (John Delaney, 20 min)

3. Update from the Sr. Assoc Dean (Ajay Adhikari, 15 min)

4. State of the Faculty Council (Mark Clark, 10 minutes)

5. EPC (Nandini Lahiri, 10 minutes)

6. KSB Council Vice-Chair, nominations requested for 2019-20 (Mark, 5 minutes)

7. Good of the Order (5 min)

      a. Facilities/ Space reminder

8. AU core (UG Vice Provost Jessica Waters, 15 minutes)

9. Adjourn

4pm   Post-meeting session on student retention (Dan Myers, Mary Clark, Jessica Waters)

Council Voting Procedures

Device: Smartphone and laptop/tablet (no "dial-up" phone)

Adrian has created a text number "22333" and a web site page, www.POLLEVERYWHERE.COM/KOGODCOUNCIL to facilitate voting.

Both permit easy voting. Once you've created the first text message to 22333, texting is simple. 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 power-point on screen in KSB 118 as we've done in the past. To simplify matters, any editing or construction of motion will be done directly "on screen" in 118 using the powerpoint 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) OR 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/laptop/pad 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 headcount defines the baseline and thus the "hurdle" (67%) for passage for 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 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 session4. After you joined the session, you can enter the corresponding letter (A, B, or C) for the response (the letters will be projected on the screen next to the response alternatives) and press Send.

For people responding by SMS it basically introduces a new step, they will need to text "kogodcouncil" to join the session, then things will be easier because the choices can be "A", "B", "C" or "1", "2", "3" instead of a long random number. The system is also nicer and easier to use from the point of view of the person who conducts the poll.

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.

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