# Agenda for Kogod Faculty Council

## March 6, 2018, 2:35-4:20pm

## KSB 118

2:30  Refreshments

Pre-meeting:

a. Establish Quorum (Count all physically present) – Sophia Florestal & Heather Elms

b. Establish Proxy Holders' presence – Sophia Florestal & Heather Elms

> *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.*

2:35  Call to order

1. Approval of Minutes of 02/05/17 Council meeting

2. EPC Actions, Prof. Nandini (1 hour)

   a) **S18-02**: Changes to the core for 5 Undergraduate Majors
   Changes to undergraduate business and non-business core

   b) **S18-03**: KSB-101 Business Professionalism
   Create new course for undergraduate business core

   c) **S18-04**: ACCT-245 Business Law
   Create new course for undergraduate business core

   d) **S18-05**: ITEC-355 Production/Operations Management
   Change course title, description and prerequisites

   e) **S18-06**: ITEC-320 Business Analytics
   Change course description and prerequisites

   f) **S18-07**: MS Marketing
   Change 'Admission to Program' requirements

   g) **S18-08**: BS Finance
   Add Calculus requirement to the Finance Core

   h) **S18-09**: Minor in Finance
   Change electives

   i) **S18-10**: FIN-460 Financial Modeling and FIN-660 Financial Modeling
   Cross-list two existing courses

3. Academic Integrity Code, Profs. Dave Harr and Alison Thomas (15 minutes)

4. Good of the Order (5 minutes)

**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 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) 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 head count 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 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 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.

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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