Summary Notes
Coles College Executive Committee Meeting
July 17, 2014


Guest: Dr. James Cope, Associate Director of Distance Learning Center

Introductions were made around the room and Dean Schwaig welcomed special guest, Dr. James Cope. Dr. Cope reminded the Chairs if they are making last minute hires for an on-line class and the person is new to Kennesaw State and has not yet obtained their on-line teaching certification, there is an avenue for assistance. If they have taught on-line elsewhere or had on-line teaching training elsewhere, please forward their resume to him and provisional on-line teaching certification can be given for that semester. During the following semester, that faculty member will need to take on-line course development training through CETL and the teaching component is imbedded in that on-line course development. Secondly, more and more instances have occurred where courses are being listed having two primary instructors which cause payroll havoc. We only pay the primary instructor, so please make two sections and give the students the appropriate CRN and combine into one D2L section.

Dr. Raj Veliyath spoke regarding the status of enhancing the Coles College Research profile. Dr. Jomon Paul has joined Dr. Veliyath with this task. Firstly, they are setting up faculty web pages along with vitas and research papers linked onto digital commons page. The Coles Working Paper Series has been revised to be a much more research oriented and rigorous in exercise. Raj is organizing internal and external speakers to teach brown bag series for research seminars on Friday afternoons.

Dean Schwaig updated the committee on consolidation efforts. Since receiving the official decision letter from the Board of Regents declaring all business programs at Southern Poly will be discontinued, the OWG has met and is beginning the process of transitioning students and answering questions. They have prepared a letter to the students and are offering possible options and providing contact information for advisement assistance. Students need to hear from us, and the Dean personally thanked Drs. Veliyath, Cheramie, Campbell and Epps for their diligence in working to reach these students most urgently and effectively.

Dr. Franz gave an update on the report writing for the upcoming AACSB team visit scheduled October 13 & 14. Dr. Franz led the strategic planning process mission for Coles for the last two years, so he is integrating that message all the way through in this document preparation. With the team arriving Sunday evening, October 12, Dr. Franz has asked the chairs for as many faculty as possible to be here on October 13 - the team will dictate what meetings they wish to conduct. Dr. Franz thanked the chairs for their quick turnaround time that has been extremely responsive.

Dean Schwaig spoke regarding faculty and staff search protocol procedures. In all communications, most importantly, please ensure we treat candidates with courtesy and respect. Make sure and follow people admin processes and remember candidates are evaluating us as well.

With no further business, the meeting was adjourned.