



Bagwell College of Education

Instructional Technology

BYLAWS

Bylaws Established
February 9, 2011

Revised
March 19, 2015

Revised
September 17, 2015

Revised
October 6, 2016

Revised
December 1, 2016

Department of Instructional Technology
Kennesaw State University
BYLAWS

PREAMBLE

The Department of Instructional Technology was constituted within the Bagwell College of Education on August 9, 2010 at Kennesaw State University. These bylaws were established by a two-thirds vote of the faculty on February 9, 2011. The bylaws should be reviewed annually for updates.

The Department of Instructional Technology affirms the principles of shared governance. This instrument establishes the procedures whereby the responsibilities of shared governance shall be conducted within the department between and among the faculty and the administration.

Mission Statement

The Department of Instructional Technology advances the effective use of technology to support teaching, learning, and leadership in P-12 schools through educator preparation, professional service, and research.

Core Values

The following core values reflect the essential tenets that guide the Department of Instructional Technology in its efforts to improve P-12 student learning.

- a. Excellence in teaching, marked by rigor and relevance.
- b. Facilitating meaningful and engaging learning experiences for our candidates that will enhance their ability to incorporate the ISTE, COSN, and iNACOL standards into all aspects of their professional practice.
- c. All components of faculty scholarship, including the Scholarship of Teaching, Supervision & Mentoring; Research and Creative Activity; Professional Service, and Administration & Leadership.
- d. Purposeful and necessary service to the department, college, university, schools, and profession.
- e. Democratic principles of educational equity for all learners exemplified through reflective teaching, learning, leadership, service, and the use of accessible technologies. We value diversity, global collaboration, professionalism, and shared governance.
- f. We value preparing our candidates to effectively teach diverse groups of B-12 students using accessible technologies and universal design for learning.
- g. A safe, collegial workplace established and sustained by its members who are valued for their talents and diversity of experiences, background, and perspectives.

- h. The process of guiding and mentoring faculty and students for success and sustainability. We strongly value senior faculty mentoring junior faculty members.
- i. Collegiality and academic citizenship, exemplifying high standards of ethical and professional behavior.
- j. The appropriate use of technology and the role it plays in effective teaching and learning.
- k. Staying abreast of current and emerging technologies and their applications in P-12 schools.

ARTICLE I. Administration

Section 1: Department Chair

- a) The Chair shall be appointed by the Dean of the Bagwell College of Education and serves at the pleasure of the Dean.
- b) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the Bagwell College of Education.
- c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

Roles and Responsibilities:

The Department Chair is the chief executive officer of the Department whose responsibility is to provide leadership, vision, strategic planning, and coordination for the instructional, research, and service programs offered by faculty within the department. The Chair exemplifies professionalism and ethics in all interactions with constituencies within and outside the Department and is responsible for the general direction of the work of the faculty, and faculty productivity. The Chair shall review and recommend proposed policies and guidelines for the Department and present them to the faculty of the Department for consideration.

In compliance with Kennesaw State University and the Bagwell College of Education, and in consultation with the Department's faculty, the Chair provides leadership in six broad areas: personnel, programs and curriculum leadership, external relations, internal relations, and administration. Chair responsibilities within those areas include, but are not limited to, the following:

Personnel

- a) Assigns faculty and staff workloads;
- b) Conducts faculty and staff performance reviews and negotiates faculty performance agreements;
- c) Makes decisions regarding staff appointments, promotions, and dismissals;
- d) Initiates salary and merit pay recommendations;
- e) Mentors faculty, especially new and non-tenured faculty;
- f) Recommends awards, sabbatical, leaves and other honorary considerations;
- g) Assists faculty with development and submission of applications for contracts and grants;
- h) Supervises departmental support staff;
- i) Generally acts as the first line supervisor in faculty and support staff counseling and evaluation;
- j) Presides at regular meetings of the Department faculty or appoints a designated representative;
- k) Oversees all procedures pertaining to selection and appointment of committee membership;
- l) Appoints ad hoc committees;
- m) Selects and recommends members for search committees to fill faculty vacancies; and
- n) Interview and hire part-time faculty.

Programs and Curriculum Leadership

- a) Monitors implementation of the academic programs in cooperation with faculty and students of the Department;
- b) Generally oversees quality and processes of student advising;
- c) Reviews programs and curriculum proposals;
- d) Advises and consults with faculty on programs, instructional, and student advising matters;
- e) Initiates resource requests to assure quality in instruction and faculty support; and
- f) Collaborates with other departments to implement technology-related endorsement programs and service courses.

External relations

- a) Represents the Department, as appropriate, with external local, state, and national agencies and organizations;
- b) Works with and assists faculty in the Department to secure appropriate grants and contracts; and
- c) Assumes responsibility for the quality of work on Departmental grants and contracts.

Internal relations

- a) Serves as the primary representative, communicator, and interpreter of the work of the Department with the Dean of the Bagwell College of Education, and as appropriate, with other University administrators;

- b) Represents the Department in all official communications with University colleagues and students;
- c) Reports annually the teaching, research, and service activities of the Department to the Dean of the Bagwell College of Education; and
- d) Works with faculty, other administrators, and the Dean of the Bagwell College of Education to resolve issues and conflicts.

Administration

- a) Leads the development of an annual strategic plan for the Department;
- b) Prepares and administers an annual budget for faculty and staff personnel, travel, equipment, students, and summer school for the Department;
- c) Reviews and approves all grants and contracts emanating from the Department;
- d) Supervises the maintenance of files, reports, records and all data pertaining to department operations as required by the college, university, and accreditation agencies;
- e) Approves expenditures of all Departmental funds, including those generated from the Department's grants and contracts;
- f) Maintains the Departmental facilities and equipment;
- g) Allocates office space to faculty; and
- h) Supports staff and graduate assistants.

Selection

The selection of the Chair will follow the established University and national search processes and procedures. A minimum of three (3) faculty members within the department will be selected by the department to serve on the search committee, which should include at least one tenured faculty member outside the department. The search committee will make a recommendation to the Dean of the Bagwell College of Education. The Dean will determine who will be recommended for Chair to the Provost who has final authority concerning the selection of the Department Chair.

The Chair traditionally holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean. Chairs must be professors or associate professors. After serving, the Chair becomes a faculty member with a ten-month contract, unless offered a different administrative position.

Evaluation

Department Chairs who have held their positions for more than one year must be evaluated annually as prescribed by University Guidelines for Academic Administrative Review. Full-time faculty and staff complete an electronic evaluation survey, created by an independent contractor, disseminated by the Office of Academic Affairs. The Chair will be evaluated annually by the Dean. The Department Chair shall hold office at the discretion of the Dean of the Bagwell College of Education.

Section 2: Assistant/Associate Chair

- a) The Department Chair may appoint an Assistant/Associate Chair.
- b) The Assistant/Associate Chair shall carry out such duties as assigned by the Chair.
- c) The Assistant/Associate Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

Section 3: Program Coordinators

There are four (4) coordinators for the Department of Instructional Technology.

1. Online Teaching Endorsement
2. MEd Coordinator for Instructional Technology (initial certification)
3. EdS Coordinator for Instructional Technology (initial certification)
4. EdS/EdD Coordinator for Instructional Technology (advanced track)

Selection

Program Coordinators will be appointed by the Department Chair from full time, permanent, tenure track faculty, subsequent to consultation with program area faculty. It is recommended that program coordinators serve a minimum of two (2) years. A new coordinator is selected during the last semester of the current coordinator's term. The Coordinator-elect is mentored during this time by the current coordinator.

Reassigned Time

Program coordinators receive reassigned time of three credit hours (including summer session) or other compensation as deemed appropriate by the Department Chair and Dean during each semester of service in the role. No reassigned time is given to the Coordinator-elect.

Specific Area Coordinator Responsibilities

(Adapted from *Advanced Program Concentration Coordinator Time Study, 2007*)

Participating in Admissions Process

- a) Chair admissions process;
- b) Collaborate with Department and Admissions Committee in evaluating transcripts;
- c) Grant transfer credit;
- d) Manage candidate admissions data;
- e) Create, revise, update, admissions policies and forms;
- f) Coordinate acceptance and non-acceptance letters;
- g) Monitor application process; and
- h) Coordinate interviews via phone and/or in person.

Generating and Reporting Data

- a) Create and synthesize charts, tables, and graphs that effectively represent data;
- b) Coordinate and distribute responsibilities for report completion;

- c) Coordinate collection of documents and write/edit/revise documents for PSC, CAEP, AOL, SPA, and other agencies;
- d) Report and update all programmatic, curricular, or assessment changes;
- e) Assist in collecting candidate, faculty and program evidence;
- f) Collect and store unit assessment data;
- g) Gather and organize program, course, and student data;
- h) Coordinate and assist in internal and external reviews;
- i) Conduct regular assessments of program, course, or student progress;
- j) Establish and update annual program effectiveness review cycles; and
- k) Conduct follow-up research with EdD candidates by collecting and analyzing data (EdS/EdD Coordinators only);

Developing and Assessing Curriculum and Student Outcomes

- a) Examine curriculum, instruction, and assessment of core and concentration (EdS/EdD Coordinators only);
- b) Assist in aligning program with national, state, and institutional standards;
- c) Identify development of task and general procedures for assessment of performance outcomes; and
- d) Coordinate the redesign of existing courses to reflect national, state and institutional standards.

Communicating

- a) Communicate and collaborate with Chairs, Department faculty, College and University faculty, and other coordinators, administrators, local schools, community members, advisory board members, and students;
- b) Disseminate information to candidates regarding registration each semester and graduation through a departmental listserv;
- c) Ensure representation of concentration on College and University committees;
- d) Coordinate communication between Program and Admissions Committee and candidate;
- e) Field candidates' future inquiries;
- f) Disseminate information on program, student progress, course offerings, etc. to a wider audience (International, Regional, State, and local forum); and
- g) Market program and recruit students.

Scheduling/Course Offerings

- a) Work with Department Chair to schedule course offerings and to ensure faculty coverage of courses; and
- b) Arrange meetings with concentration faculty.

Teaching/Providing Dissertation Service/Advising

- a) Teach graduate/doctoral classes;
- b) Coordinate and facilitate student advisement/mentoring of EdD candidates (EdS/EdD Coordinators only);
- c) Assist in coordinating field experiences;
- d) Develop and hone dissertation policies, proposals, and procedures;
- e) Collaborate and coordinate with other faculty on dissertation committees; and
- f) Promote collaboration in deliver of EdD courses (EdS/EdD Coordinators only).

ARTICLE II. Committees

Section 1: General Guidelines

The Standing Committees of the Department of Instructional Technology are:

1. Department Faculty Council (DFC)
 2. Student/Faculty Affairs & Appeals Committee
 3. M.Ed. Curriculum & Admissions Committee
 4. Ed.S./Ed.D. Curriculum & Admissions Committee
 5. Department Tenure & Promotion Committee
 6. Advisory Board
 7. Quality Enhancement Plan (QEP)
 8. Candidate Assessment Committee (CAC)
- a) Terms of office on all Committees
The faculty members shall be elected to all committees for one-year term, except as otherwise specified. There shall be no limitation on the number of consecutive terms served. Standing committee members shall be elected at the very beginning of the fall semester by the departmental faculty except where indicated otherwise.
- b) Quorum for Committee Action
The quorum shall consist of a majority of the members of the committee and action shall require a majority of those present.
- c) Meetings of the Committees
Meetings shall be held as often as necessary to carry out their functions.
- d) Other Committees
Department ad hoc committees may be appointed by the Department Chair.
- e) Records
Minutes shall be kept by the committee chair with a copy to be sent to committee members and the Department Chair. The committee chair will archive the minutes in the Instructional Technology folder on the I Drive.
- f) Conflict of Interest
In situations where committee members have a conflict of interest, committee members will abstain from participation in the decision.
- g) Leadership
Each committee shall elect its own chair.
- h) Voting
All full time permanent faculty are eligible to vote on committee matters, including the Chair of the Committee and Chair of the Department. See Section IV for additional criteria.

Section 2: Standing Committees

Section 2.1: Department Faculty Council (DFC)

Role and Responsibilities

- a) The DFC is advisory to the Chair, who holds decision-making authority at the department level.

- b) The DFC should promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development and implementation of policy including but not limited to strategic planning, annual budgeting, hiring, space and resource allocation, reassigned-time, salaries and raises, appointment and reports of ad hoc committees, workload, teaching load, overall goals, ideas about new programs, etc.
- c) The DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.
- d) The DFC should work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.
- e) The DFC, in consultation with the Department Chair, will convene an ad hoc committee to address disputes related to faculty-faculty and faculty-administration related issues. Matters pertaining to sexual harassment are to be considered under the University's Sexual Harassment Policy. Matters pertaining to promotion and tenure are to be appealed according to the procedures contained in the Kennesaw State University guidelines for Appointment, Promotion, and Tenure.
- f) The chair of the DFC also shall serve as the Department representative on the College Faculty Council (CFC).

Membership

- a) A minimum of three members will be elected by the Department's permanent full time faculty using secret ballot. The ballot will contain a slate of all tenured faculty and volunteers from the permanent full-time faculty. The ballot will be designed to ensure election of at least one tenured faculty member. If the Assistant Chair (in the event the Department chooses to have an Assistant Chair) is elected the DFC, there must be at least one additional tenured faculty member elected.
- b) The Department may choose to add additional members by 2/3 vote of the permanent full-time faculty.
- c) A majority of the DFC will be tenured or tenure-track faculty.
- d) The chair of the DFC will be a tenured faculty member who is not the Assistant Chair of the Department and who is selected by vote of the elected members of the DFC from among their number.
- e) The Department may recall any DFC member by a 2/3 vote of the permanent full-time faculty. The Department should replace, in a timely manner, any member who does not complete his/her term.
- f) The Chair is an ex-officio non-voting member of the DFC and is not eligible to vote for or to serve as a DFC representative.

Meeting Times

- a) The DFC should meet as often as deemed appropriate by the council members with a minimum of two meetings per semester. Each meeting shall be called by the chair of the DFC. The Chair of the Department or any other member of the DFC can request a meeting by contacting the chair of the DFC.

- b) Each DFC shall take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement.
- c) The Chair of the Department will respect the DFC's decision to meet on occasion without the Chair present.

Term of Office for DFC members: 1 year

Faculty can be elected to consecutive terms.

Section 2.2: Student/Faculty Affairs & Appeals Committee

- a) Purpose. The Student/Faculty Affairs and Appeals Committee has the responsibility of formulating procedures and, in some cases, making specific recommendation with regard to student/faculty awards, scholarships, and assistantships. The committee will review nominations and eligible candidates and make recommendations if a candidate is identified.
- b) Additionally the committee serves as the appellate body of the Department pursuant to the Bagwell College of Education and Kennesaw State University policies. This committee will serve as applicants/students' first step in the appeals route. The committee's express purpose is to dispose of appeals matters relating to admission to graduate study or completion of an academic program.
- b) Membership. The Student Affairs Committee shall consist of a minimum of three (3) permanent full time faculty members. The committee shall elect from among its members a chair.
- c) Consideration of claims of unfair treatment or procedures, or of alleged discrimination because of race, color, religion, national origin, sex, age, physical or mental handicaps, disability, or veteran's status should be presented to the Office of Diversity and Inclusion established by Kennesaw State University for dispute resolution.

Section 2.3: MEd Curriculum & Admissions Committee

- a) Purpose. The purpose of the MEd Admissions Committee is to establish governance procedures, policies and practices that will ensure the existence of a high quality program. Duties include monitoring all aspects of the program such as the recruitment and admission of students, the timely evaluation of student progress, and the periodic review of program, policies and procedures. The committee also recommends external agency/program affiliations, course, curricular, and program revisions for review prior to submitting such revisions to the college committee. The committee will recommend admission to existing programs and/or review applicant files, and make decisions for acceptance or rejection of applicants.
- b) All proposals for new degrees, new or revised program area emphasis, program termination, and new or revised courses, shall be submitted to the committee chair for review by the committee.

- c) Membership. The committee shall be composed of the MEd Coordinator in Instructional Technology and a minimum of two (2) faculty members elected by the faculty. The committee shall be chaired by the Coordinator.

Section 2.4: EdS/EdD Curriculum & Admissions Committee

Purpose

The purpose of the EdS/EdD Program and Admissions Committee is to establish governance procedures, policies and practices that will ensure the existence of a high quality program. Duties include monitoring all aspects of the program such as the recruitment and admission of students, the timely evaluation of student progress, and the periodic review of program, policies and procedures. The committee also recommend external agency/program affiliations, course, curricular, and program revisions for review prior to submitting such revisions to the college committee for adoption. The committee will make admissions recommendations to existing programs and/or review applicant files, and make decisions for acceptance or rejection of applicants.

All proposals for new degrees, new or revised program area emphasis, program termination, and new or revised courses, shall be submitted to the committee chair for review by the committee.

Membership

Membership of the committee shall be composed of the Coordinator for the EdS/EdD in Instructional Technology and a minimum of two (2) faculty members elected from the faculty. The committee shall be chaired by the Coordinator.

Section 2.5: Promotion and Tenure Committee

Duties. The duties of the Promotion and Tenure Committee shall be to review the qualifications of candidates for promotion and/or tenure and make recommendations on each candidate according to the guidelines as set forth in the Department of Instructional Technology, Bagwell College of Education, and Kennesaw State University's Promotion & Tenure Guidelines.

The committee also will serve in an oversight function to monitor the continual refinement of the departmental Promotion and Tenure policy and guidelines as needed. For changes to be adopted by the faculty and forwarded to other levels of approval, over fifty percent of the faculty members eligible to vote must agree.

Membership. There is a single department committee with a minimum of three voting members at appropriate rank for each portfolio (committees can borrow faculty from other departments if needed). Only Full professors can vote on a candidate's promotion to Full professor. Both Associate and Full professors can vote on a candidate's promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Full. Full

professors are expected to serve on P&T committees as required. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes). The Promotion and Tenure Committee shall consist of at least three (3) members (to exclude the department faculty representative on the College Promotion and Tenure Committee) from the tenured faculty members who hold rank of Associate Professor and Professor. The committee shall elect from among its members a chair. Elections for the Promotion and Tenure Committee will be held at the end of spring semester before the term commences. If there are too few eligible members to serve, the department may invite faculty from another related Department to serve on the committee.

Department Chairs

Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank.

Representative to College Committee: A representative is elected for a two-year term to serve on the College Promotion and Tenure Committee. This representative is elected by the Department faculty from the Department's tenured faculty. This representative is elected at the end of the spring semester before the two-year service term commences. Only Full professors can vote on a candidate's promotion to Full professor. Both Associate and Full Professors can vote on a candidate's promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Full.

College committees require a minimum of three voting members at the appropriate rank for each portfolio. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes). If there are fewer than three departments in a College, then the College P&T committee will include as many representatives from another College as needed

Section 2.6: Advisory Board

Purpose. The Advisory Board shall provide support, advice, and counsel to the Department Chair and to the faculty of the Department. Members of the Board may make recommendations to the appropriate Program and Admissions Committee for changes to the curriculum, and improvements in the selection process for candidates and other suggestions to improve the department.

Membership. The Advisory Board shall consist of:

1. The Department Chair;
2. Program Coordinators;
3. 1-2 Current or recent graduate serving as a student representative;
4. Local school district technology facilitators and leaders; and
5. A minimum of one full-time faculty member elected by the faculty of the Department.

Section 2.7: Quality Enhancement Plan Committee

Purpose: The purpose of the Quality Enhance Plan Committee is to promote global learning and diversity in all Instructional Technology programs. Duties include:

1. Establishing annual global learning goals for the department;
2. Working with ITEC faculty to identify and initiate global learning-related activities into the department's curriculum, research, and professional development spheres; and
3. Submitting periodic reports that describe the department's progress to the Bagwell College of Education Global Learning Coordinator regarding global learning.

Membership: The QEP Committee shall be composed of a minimum of three elected faculty members.

Section 2.8: Candidate Assessment Committee

Purpose. The purpose of the Candidate Assessment Committee is to perform a mid-program assessment of candidates in the Master's Degree in Instructional Technology program. At approximately the mid-point of a candidate's program completion, the committee will review the candidate's performance in the program, noting any issues that might affect a student's successful completion of the program, expressing those concerns and, where feasible, making recommendation to the student and/or Departmental faculty.

Membership. The Candidate Assessment Committee shall consist of at least two (2) members. These will include:

1. The relevant concentration coordinator;
2. The student's advisor;
3. Any professor(s) expressing concern about a particular student when that student is discussed; and
4. The Department Chair also may attend at his/her pleasure or by invitation of the committee

Section 3: Ad Hoc Committees

Ad hoc committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees. Each committee operates under a set of goals given to them at the time of appointment and may or may not elect a Chair. Ad hoc committees shall be kept to a minimum to respect the time of faculty members.

Section 4: Operation of Committees

- a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to Article IV.

c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff.

ARTICLE III. Department Meetings

Section 1: Scheduling of Meetings

- a) Regular monthly meetings will be scheduled at the beginning of the academic year;
- b) The Chair of the department shall call such additional meetings as deemed necessary to accomplish the business of the department.

Section 2: Attendance at Meetings

- a) All full-time faculty and staff are required to attend department meetings.
- b) For excused absences, notification must be given to the Department Chair prior to meeting.

Section 3: Conducting Meetings and Keeping Minutes

- a) Minutes of each department meetings (including attendance) will be taken by the administrative assistant, reviewed by the Department Chair, distributed to all faculty and staff in a timely manner, and kept on file in the Instructional Technology folder on the I drive.
- b) The Chair of the Department may vote on departmental matters.

ARTICLE IV. Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follow:

Section 1: Eligibility

All full-time permanent faculty are eligible to vote on committee matters, including the Chair of the Committee and Chair of the Department.

Section 2: Quorum

The quorum shall consist of a majority of the members of the committee and action shall require a majority of those present, physically or through synchronous digital attendance.

ARTICLE V. Changes in the Curriculum

New course offerings, course deletions, changes in requirements for all programs in the Department of Instructional Technology.

- a.) The department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b.) Written proposals to substantively modify courses or curricula shall be reviewed by the appropriate Curriculum Committee.

ARTICLE VI. Guidelines for Tenure-track Faculty Searches

Section 1: Search Committee Designation

- a) After discussion with the department faculty and in consultation with the dean, a search committee that includes at least five tenured or tenure-track faculty shall be appointed by the Department Chair.

- b) The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website.

Section 2: Potential Conflicts of Interest

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. Department Faculty

Section 1: Membership

All full-time, tenured, tenure-track, and non-tenured track faculty, except limited term and part-time faculty, constitute membership as Department faculty.

Section 2: Workload/Expectations

- a) Faculty will fulfill all work expectations as outlined in their Faculty Performance Agreement (FPA) and in accordance with University, College, and Departmental Guidelines for Tenure and Promotion.
- b) All faculty members are expected to demonstrate scholarly work and scholarship.
- c) Faculty are expected to provide service to the department by:
 - a) Serving on department committees;
 - b) Attending faculty meetings;
 - c) Participating in program development and evaluation;
 - d) Engaging in academic student advising; and
 - e) Attending orientation and graduation on a rotational basis.

Section 3: Advisement

All full-time faculty members will be responsible for student advisement related to their course of study within the Department of Instructional Technology. Faculty will be assigned student advisees by the Department Chair. Faculty will utilize a model for student advisement, which is full integrative model of support, self-reflection, and assessment that guides candidates as they advance as practitioners.

Support strategies will be provided that promote autonomy, inquiry into practice, and planning. Faculty advisement responsibilities include:

- a) Maintain contact with advisees. Many potential problems can be avoided if candidate knows advisors welcome the opportunity to work with them and assist them.
- b) Attend orientation and meet with cohort advisees after the general session. Distribute advisement sheets and contact information.
- c) Advisor should meet with the student in the first semester to determine their exact program of study--including elective requirements.
- d) Maintain a copy of each candidate's advisement sheet.
- e) Advisor completes a 3rd semester progress check as part of the mid-point assessment as part of the CAC.
- f) Capstone - The advisor is responsible for reviewing and approving the Capstone proposal submitted by the candidate during the 3rd semester.
- g) Send a list of all advisees at the end of their third semester to the chair of the department for use in the mid-point assessment required by our data system. Concerns that might impact a candidate's continuing in the program should be noted.

ARTICLE VIII. Programs

Section 1: Programs Defined

Nine programs comprise the Department:

1. Online Teaching Endorsement program
2. Online Teaching Certificate program
3. ITEC certificate-only program
4. ITEC conversion program
5. M.Ed. in *Instructional Technology* Initial Certification
6. Ed.S. in *Instructional Technology* Initial Certification
7. Ed.S. in Instructional Technology Advanced Track
8. Ed.D. in *Instructional Technology* Initial Certification
9. Ed.D. in Instructional Technology Advanced Track

Section 2: Program Goals

The goals of the programs offered by the Instructional Technology Department are to develop technology facilitators and leaders who have the knowledge, skills, and dispositions to:

- a) Inspire and lead the development and implementation of a shared vision for the effective use of technology to promote excellence and support transformational change throughout the organization
- b) Integrate technology into their own teaching practice and to collaboratively plan with and assist other educators in utilizing technology to improve teaching, learning, and assessment
- c) Create, support, and manage effective digital learning environments
- d) Model and promote digital citizenship and responsibility

- e) Conduct needs assessments, develop technology-based professional learning programs, and design and implement regular and rigorous program evaluations to assess effectiveness and impact on student learning.
- f) Engage in continuous learning, reflect on professional practice, and engage in appropriate field experiences.

Section 3: Program Objectives

Candidates in Instructional Technology programs will develop and demonstrate the ability to:

- a) Integrate technology into curriculum, instruction, and assessment in P-12 schools
- b) Lead teachers in creating relevant learning experiences using digital tools and resources to achieve academic content and student technology standards
- c) Engage students in exploring real-world issues and solving authentic problems
- d) Use technology to promote collaboration, to support and clarify conceptual understanding of students, to provide multiple and varied formative and summative assessments, and to differentiate the teaching and learning process.
- e) Enhance the technology knowledge and skills of other educators.
- f) Demonstrate effective use of technology to support student learning
- g) Provide professional development, mentoring, and basic technical assistance for teachers who require support in their efforts to apply technology to support P-12 student learning
- h) Provide technology leadership to schools in the areas of planning, policy and practice.

Section 4: Management of Academic Programs

a) Content and Quality

The Department is responsible for the academic degree programs and courses of study it offers and for the content and quality of those offerings.

b) Proposals for New Courses or Programs

Faculty members in the Department of Instructional Technology are responsible for the proposal and development of new courses or programs. Such proposals are subject to the approval of the appropriate committees of the Department, the College, PTEU, Graduate School, the University, and the Board of Regents.

c) Authority

The faculty of the Department shall have authority to determine the entrance requirements of such degrees; to enact and enforce rules for the guidance and governance of its students in their academic work; to recommend for degrees such candidates who have fulfilled degree requirements; and to exercise jurisdiction of all educational matters in the department.

d) Changes in the Curriculum

The Department Chair or any tenured or tenure-track departmental faculty may propose new course offerings, course deletions, changes in requirements, changes to the curriculum, changes in degree requirements, and any future advanced degrees. Written proposals shall be reviewed by the appropriate Curriculum & Admissions committee. A completed copy of the appropriate form must be distributed to the committee members at least one week prior to

discussion and vote. The committee will review the proposal and if the proposal is approved, it will be presented to the Department faculty for a vote. A two-thirds majority of the permanent full-time faculty is required to approve and to adopt proposals. Upon approval of the proposal by the Department faculty, the proposal will be forwarded by the Coordinator to the Educator Preparation & Curriculum Council (EPCC) and upon approval of the EPCC to the Graduate Policy and Curriculum Committee (GPCC).

e. Evaluation of Program

The Department is responsible for assessing the quality of its programs on the basis of standards, criteria, and recommendations of professional associations in its field, National Council for the Accreditation of Teacher Education Preparation (CAEP), Professional Standards Commission (PSC), and the Board of Regents of the University System of Georgia (BOR). To achieve this end, each academic program is responsible for providing relevant data and documentation for accreditation and evaluation of programs. Each program is responsible for systematically initiating and sustaining improvements of teaching, service, and scholarship.

ARTICLE IX. Summer Session Teaching

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a) Course demand
- b) Priority given to full-time tenure track faculty rank
- c) Faculty specialization
- d) Teaching performance
- e) Equitable distribution

When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE X. Amendments to Bylaws

Section 1: Initiating an Amendment

A petition by twenty (20%) percent of the faculty of the Department of Instructional Technology shall be sufficient to propose an amendment of these bylaws. The proposed amendment must be distributed to the entire department for review at least two-weeks prior to the vote.

Section 2: Adopting an Amendment

An amendment shall be adopted if approved by a $\frac{2}{3}$ of those eligible to vote. All full time permanent faculty members are eligible to vote and may submit a vote early to the Department Chair if they are unable to attend the meeting.

ARTICLE XI. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the Bagwell College of Education and the Board of Regents of the University System of Georgia.

SEE BELOW FOR APPROVAL FORM

Kennesaw State University Approval Form for Department Bylaws

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 10/6/2016, were approved by the faculty of the Department of Instructional Technology in accordance with department policies and procedures.

Laurie Dias - DFC Chair Jamie B. Diaz 10/6/16
Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Traei Redish Traei Redish 10/6/16
Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Toni Stricker Toni Stricker 8/31/2017
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Arlinda Eaton Arlinda Eaton 8.31.17
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ken Harmon Ken Harmon 8/31/17
Name (printed or typed) Signature/ Date