

Software Engineering and Game Development (SWEGD)
Kennesaw State University
BYLAWS

PREAMBLE

The Department of Software Engineering and Game Development (SWEGD) was formed in January of 2015 as a result of the consolidation of Southern Polytechnic State University and Kennesaw State University. Prior to January 2015, the faculty and staff of the SWEGD department resided in the Department of Computer Science and Software Engineering. The prior department had a rich and long history of teaching, scholarship, and service, and the new SWEGD department carries forward this tradition of student-centered excellence. In addition to implementing the Software Engineering (SWE) and Computer Game Design and Development (CGDD) teaching and research, the SWEGD department also offers CSE courses that serve all computing students in the College of Computing and Software Engineering (CSE) and service courses to Engineering and other KSU students. Recognizing the department's disciplines are far-reaching in their impact on society, the department actively seeks opportunities for internal and external collaboration for teaching, service, and research.

The Department of Software Engineering and Game Development is a unit of the College of Computing and Software Engineering at Kennesaw State University.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Software Engineering and Game Development. These bylaws were first adopted by the faculty of the Department of Software Engineering and Game Development on March 20, 2015.

ARTICLE I. Administration

A. Department Chair

- a) The Chair shall be appointed by the Dean of the College of Computing and Software Engineering 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 College of Computing and Software Engineering.
- c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

B. 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. These duties include, but are not limited to, activities such as: advising, curriculum assessment, scheduling, monitoring enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.
- c) The Assistant/Associate Chair shall direct the collection of assessment data, and verify that all are complying with this requirement, and that our program assessment is ongoing. This includes both SACS and ABET.
- d) 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.
- e) An Assistant/Associate Chair may receive course release, or other compensation, as justified by duties.

C. Program Coordinators

- a) The Department Chair may appoint Program Coordinators for each degree in the department.
- b) The Program Coordinator shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: curriculum management, schedule recommendation, monitoring enrollment, recruiting, completing special projects as assigned by the Department Chair
- c) A Program Coordinator may receive course release as justified by duties.

D. Course Coordinators

- a) The Department Chair shall appoint Course Coordinators for each course in the department.
- b) The Course Coordinator shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: assisting and monitoring part-time faculty teaching the course (to ensure the course is implemented appropriately), assessment and evaluation of efficacy of the course and its instruction, managing course assessment instruments for the course, submitting course assessment reports as scheduled by the departmental assessment plan, completing special projects as assigned by the Department Chair
- c) It is expected that all full-time faculty participate as course coordinators for courses in their areas of expertise such that the coordination of courses is fairly distributed among all faculty with consideration to the faculty workload model.
- d) Faculty may provide input as to which courses they coordinate, but the decision of course coordinator distribution resides with the Department Chair.

ARTICLE II. Committees

Section 1. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee member will be selected via an election held in the Fall (December meeting) semester of each year for the next year's committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Fall semester meeting.

- a) Department Faculty Council (DFC)
 - i) Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
 - ii) The DFC is advisory to the Chair, who holds decision-making authority at the department level.
 - iii) Membership: Three tenure track-faculty; should have at least one SWE and one CGDD faculty as members. The Chair of the DFC will be a tenured faculty member elected by members of the committee.
 - iv) Meeting times: Irregular, usually 3-4 times per academic year.
 - v) Term: 2 year staggered.
 - vi) The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair present.
 - vii) See http://kennesaw.edu/handbooks/university/section3_6.php for more details.

- b) Curriculum Committee (CC)
 - i) Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Chair (or designee) will represent department at College and/or University Curriculum Committee meetings to present proposals.
 - ii) Membership: Program Coordinators and Associate/Assistant Chair
 - iii) Meeting times: Irregular, usually 3-4 times per academic year.
 - iv) Term: 2 year staggered

- c) Department Promotion & Tenure Committee (P&T)

- i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to department Chair.
 - ii) Membership: Three full-time, tenured faculty; individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected); when possible, one member should be a SWE and one should be a CGDD faculty; see University guidelines for further details.
 - iii) Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.
 - iv) Term: 3 year staggered
- d) Industrial Advisory Board Committee (IAB)
- i) Duties: Meets with external industrial advisory board members, recruits new IAB members, maintains contact to update external IAB on departmental news, coordinates IAB meetings and presentation of capstone and other special topic projects as appropriate
 - ii) Membership: Program Coordinators, Department Chair, and Associate/Assistant Chair(s), IAB Coordinator(s)
 - iii) Meeting times: twice per year at the end of each semester
 - iv) Term: 2 years

Section 2. *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.

Section 3. 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) Membership: Unless otherwise stated, members of committees must be tenured or tenure-track faculty or lecturers who are assigned 50% or more to the SWEGD department.
- c) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.
- d) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

ARTICLE III. Department Meetings

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.

Section 2. The Chair of the department shall call such additional meetings as deemed necessary.

Section 3. All full-time faculty and staff are required to attend department meetings. For excused absences, notification must be given to the Department Chair prior to meeting.

Section 4. Minutes of each department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and staff.

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

- a) All faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b) Absent faculty/staff may vote by written proxy.

Section 2. Quorum

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.

Section 3. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- a) Voting is conducted via show of hands or like sign.
- b) Secret ballots may be used for a vote if approved by a simple majority of the members of a committee or the department.

Section 5. Electronic Voting

- a) Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the Software Engineering and Game Development courses (CSE) and degrees with a major (BS and MS) in Software Engineering and Computer Game Design and Development and changes in the requirements for a minor in Software Engineering and Computer Game Design and Development (all as appropriate).

- a.) The department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b.) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- c.) A completed copy of the appropriate form must be distributed to CC committee members at least one week prior to discussion and vote.
- d.) A majority of the eligible voting CC members is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Assessment

Section 1. All faculty members are responsible for assessment data collection and reporting generated from all of the classes that they teach each semester. This is considered a normal part of a faculty member's BASIC teaching and service responsibilities ("teaching" for creating the data collection opportunity, and "service" for actually collating and reporting the data). Current assessment instruments include FCARs and SIRs.

Section 2. The ABET accrediting body publishes the following guidance:

“Program faculty members are accountable to teach towards the achievement of their course outcomes. Each term, program faculty members submit a course learning outcome assessment document for each course. This assessment document uses student work (homework, labs, tests, presentations, etc.) to assess a subset of the learning outcomes for the course.”

ABET guidance states that each faculty member is responsible for submitting assessment data every semester.

Section 3. The department assesses each program through evaluating the achievement of course learning outcomes that are assessment indicators of program outcomes. Stated another way, each course will assess the student level of achievement of course learning outcomes.

- a) Course learning outcomes are defined as such in order to support the declared program learning outcomes.
- b) Course learning outcomes are stated in the syllabi for each course, and cross-indexed in a program-course learning outcomes mapping document. This document shows for each program learning outcome, which courses will assess that program outcome. Each course contributes to and assesses only a subset of the program learning outcomes. Each course contributes to a different set of program outcomes.
- c) It is NOT a requirement to assess all the learning outcomes for each course each semester. The program coordinator and Assistant Chair will determine which outcomes will be assessed in each course, following a planned schedule that support the overall program assessment goals, in coordination with the department faculty.
- d) Data on student performance will be captured in a standardized form, and reported to the assessment coordinator (Associate/Assistant Chair) at the end of every term. By KSU guidance, faculty are required to provide assessment data as part of the university's requirements to maintain SACS accreditation as an expectation on their FPA and for Annual Review evaluation.

Section 4. The department assesses each program through qualitative measures. These include

- a) Senior/graduating student surveys taken as part of CSE4990 each semester.
- b) Surveys sent to alumni and IAB/industry once a year

The results of these surveys are reviewed by the faculty in the department once per year during the annual assessment process and used to adjust the program learning outcomes and the student objectives.

The department chair in coordination with the program coordinators handles these surveys. The results of this assessment process are documented as part of the ABET and SACS assessment process.

ARTICLE VII. Guidelines for Tenure-track Faculty Searches (in concordance with hiring policies found on Faculty Affairs website)

Section 1. Search Committee Designation

- a) After discussion with the department faculty (either as a whole and/or the strategic planning committee) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least three 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. The Department Chair shall provide the committee with specific guidelines about conducting searches.

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 VIII. 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 and faculty specialization.
- b.) Budget conditions.
- c.) Initial preference will be given to
 - a. Associate/Assistant Chair
 - b. Program Coordinator(s)
- d.) Preference will then be given to full-time, tenure-track faculty.
- e.) Possession of the terminal degree appropriate to the position of the faculty member.
- f.) 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 IX. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to the Department Chair of SWEGD and shall be approved by two-thirds majority vote at a SWEGD Department faculty meeting at which a quorum of voting faculty are present.

ARTICLE X. 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 College of Computing and Software Engineering and the Board of Regents of the University System of Georgia.

30 Jan 15

SEE BELOW FOR APPROVAL FORM

