Software Engineering and Game Development (SWEGD)
Kennesaw State University
BYLAWS – April 2023

PREAMBLE

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

The Department of Software Engineering and Game Development (SWEGD) was formed in January of 2015 because of the consolidation of Southern Polytechnic State University and Kennesaw State University. In addition to supporting the Software Engineering (SWE) and Computer Game Design and Development (CGDD) teaching and research, the SWEGD department also offers 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.

These bylaws provide a plan for governance and procedures for operation of the Department of Software Engineering and Game Development. These bylaws were initially adopted by the faculty of the Department of Software Engineering and Game Development on March 20, 2015. The following is the most recent version of the SWEGD department bylaws.

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 Chairs
a) The Department Chair may appoint Assistant/Associate Chairs.
b) The Assistant/Associate Chairs shall perform such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: curriculum assessment, scheduling, monitoring enrollment, assisting part-time faculty, representing the Chair at college and/or university meetings, and completing special projects as assigned by the Department Chair.
c) The Assistant/Associate Chairs shall direct the collection of assessment data, and verify that all are complying with this requirement, and that our SACS and ABET assessment is ongoing.
d) The most senior (as designated by the Chair) 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 with approval from the Dean.

C. Program Coordinators
a) The Department Chair may appoint Program Coordinators for each degree in the department. Program Coordinators must be SACS qualified.
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, enrollment monitoring, recruiting, working with the Assistant/Associate Chair to complete assessments and ABET work, assessment retreats, Curriculog proposals, and to complete special projects as assigned by the Department Chair.
c) Program coordinator is responsible for monitoring progress of paperwork to College and University Curriculum committees; Program coordinator will attend College and/or University Curriculum Committee meetings to present proposals.
d) A Program Coordinator will receive course reassignments/stipends as justified by his/her duties with approval from the Dean.

D. Course Coordinators
a) The Department Chair shall appoint Course Coordinators for each course in the department.
b) The Course Coordinator shall perform 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 appropriate implementation), 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, and completion of 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 in such a manner that courses are 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. <u>Committees</u>

Section **1.** Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on appropriate committees. Standing committees shall meet at least once each semester, except in summer. If appropriate and practical, the committee Chair may conduct meetings electronically unless there is an objection by a committee member. A committee member will be selected via an election held in the last Spring semester meeting 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, and ideas about new programs/initiatives.
      ii) The DFC is advisory to the Chair, who holds decision-making authority at the department level.
      iii) Membership: Three (3) tenured and tenure track-faculty from the SWEGD department; 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, with a minimum of two meetings per semester.
      v) Term: 3-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.

   b) Department Curriculum Committee (DCC)
      i) Duties: Oversees all changes in SWEGD curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, and catalog descriptions. This committee shall periodically review the departmental curriculum and make recommendations about modifications to the curriculum. Also provides oversight for Special Topics and Advanced Topics courses.
      ii) Membership: Program Coordinators and Associate/Assistant Chairs.
      iii) Meeting times: irregular, usually 3-4 times per academic year.

   c) Department Promotion & Tenure Committee (P&T)
      i) Duties: This committee evaluates portfolios for tenure, promotion, and pre-tenure review, writes the letter for inclusion in faculty's portfolio. Reviews department P&T guidelines and makes a recommendation for revisions to Department Chair.

     ii) Membership: Three full-time, tenured faculty; Individuals going up for review may 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 from SWE, and one should be from CGDD faculty. (See the KSU Faculty Handbook for further details.) The P&T Committee may borrow full professors from other units in CCSE if it does not have enough to review promotions to full professor.

     iii) Meeting times: Meets several times per year, with an intensive effort in early to mid-fall semester.

     iv) Term: 3-year, staggered.

e) Industrial Advisory Board Committees (IAB)
   i) There will be an IAB for SWE and a separate IAB for CGDD. Each IAB will have a corresponding committee.
   ii) 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 projects and other special topic projects as appropriate.
   iii) Membership: Program Coordinators, Department Chair, and Associate/Assistant Chair(s).
   iv) Meeting times: at least once per year.
   v) 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 charged to them at the time of appointment.
b) Membership: Unless otherwise stated, members of committees must be tenured or tenure-track faculty or lecturers who have at least 50% of their workload in SWEGD.
c) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4 below.
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 committee meeting of the year and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or electronically. 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 in a timely manner. 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 expected to attend department meetings.

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 (e.g., limited term) 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 simple majority shall constitute a quorum.
   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.

Section 4. Ballots
   a) Voting is conducted via a show of hands or a similar sign.
   b) Anonymous voting may be conducted by electronic or paper balloting.

Section 5. Electronic Voting
   a) Voting may be done electronically.

If necessary, when college 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, voting should be competed in a timely manner.

ARTICLE V. <u>Changes in the Curriculum</u>

Section 1. To make new course offerings, course deletions, changes in requirements for course, changes in degree programs, changes in certificate programs, and changes in the requirements for minors, and concentrations. The following general rules will apply.

a) The department Chair or any full-time departmental faculty member may propose such changes. Discussion of addition, deletion or changes will be discussed by all SWE or CGDD faculty prior to the formal proposal.
b) Written proposals to modify courses or curricula shall be reviewed by the Department Curriculum Committee (DCC).
c) A completed copy of the appropriate form must be distributed to DCC committee members at least one week prior to discussion and vote.
d) A simple majority of the eligible voting DCC members is required to approve and adopt proposals for new courses, course deletions, course revisions, changes in the curriculum, as well as degree requirements.

ARTICLE VI. <u>Guidelines for Assessment</u>

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

Section 2. 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 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) The program coordinators and the assessment teams that they lead will determine which courses will be used to assess which student outcomes that are reviewed during assessment. Together with the department faculty, they will develop and follow a schedule that supports the overall program assessment goals.

    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. Faculty are required to support any other surveys or reports necessary to support the ABET accreditation process.

Section 3. The department assesses each program through qualitative measures. These include:

    a) Senior/graduating student surveys every year.

    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 will hold an annual ABET retreat to track progress in the accreditation process.

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 Faculty Searches (in accordance 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 five permanent full-time 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 the 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 Teaching-Intensive faculty. Teaching/Scholarship and Research-Intensive faculty are encouraged to earn summer salary through research funding.
   e.) The Department will attempt to balance the number of courses assigned to attempt to avoid situations where some faculty have a great number of courses and others do not have any.

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 simple majority vote at a SWEGD Department faculty meeting at which a quorum of voting faculty is 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 bylaws of the College of Computing and Software Engineering, the KSU Faculty Handbook and other materials provided by the Office of the Provost and Senior Vice President for Academic Affairs, and the Board of Regents of the University System of Georgia.

SEE NEXT PAGE FOR APPROVAL FORM

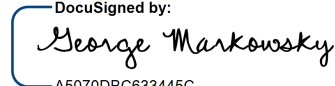**Kennesaw State University Approval Form for Department Bylaws**

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

I confirm that the attached bylaws, dated March 2023, were approved by the faculty of the Department of Software Engineering and Game Development in accordance with department policies and procedures:

Department Faculty Council Chair Approval - I approve the attached bylaws:

Reza Parizi   *Reza Parizi*   May 17, 2023

Name (printed) – DFC Chair   Signature   Date

Department Chair Approval - I approve the attached bylaws:

George Markowsky   *George Markowsky*   May 17, 2023

Name (printed) – SWEGD Chair   Signature   Date
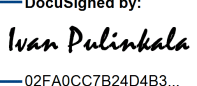

College Faculty Council Chair Approval - I approve the attached bylaws:

Joseph Demaio   *Joseph Demaio*   May 18, 2023

Name (printed) – CFC Chair   Signature   Date

College Dean Approval - I approve the attached bylaws:

Sumanth Yenduri   *Sumanth Yenduri*   May 18, 2023

Name (printed) – CCSE Dean   Signature   Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala   *Ivan Pulinkala*   May 19, 2023

Name (printed) –Provost   Signature   Date

DocuSign

Certificate Of Completion

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| Signer Events	Signature	Timestamp
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
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- Until or unless you notify Kennesaw State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Kennesaw State University during the course of your relationship with Kennesaw State University.