

**Kinesiology, Sport and Leisure Studies**  
**Minutes**  
**March 23, 2021**  
**11:00 a.m.**  
**Microsoft Teams Meeting**

**Present:** Dr. Martin Ayim Dr. Aaron Livingston  
Dr. Rodney Blackman Dr. Catalina Palacios  
Ms. Breleisha Gilbert Dr. Larry Proctor  
Ms. Barbara Lewis

**Absent:** Ms. Yvonne Calvin  
Ms. Teshia Lincoln  
Dr. Patricia Simmons

**Presiding:** Dr. Obadiah Simmons, Jr.

**Call to Order:** The meeting was called to order at 11:00 a.m.

**I. Welcome**

Dr. Simmons opened the meeting by welcoming everyone in attendance.

**II. Approval of Agenda**

The following items were added to the agenda:

- Faculty Senate
- Advisement

**III. Old Business**

*A. Last Day to Drop Classes or Withdraw*

- The last day to drop classes or withdraw is March 25<sup>th</sup>.
- Faculty were encouraged to post the announcement in Canvas.

*B. Final Examinations*

- Final Examinations are scheduled for April 6<sup>th</sup> – 9<sup>th</sup>.

*C. Final Grades for Graduating Seniors and Other Students*

- Final grades for graduating seniors are due April 12<sup>th</sup> and final grades for all other students are due April 21<sup>st</sup>.

*D. Certification for Graduation Forms*

- Certification for graduation forms are due April 13<sup>th</sup>.

*E. Commencements*

- Commencements are scheduled for April 14<sup>th</sup> and 15<sup>th</sup>.

*F. Annual Report*

- The annual report is due April 16<sup>th</sup>.

*G. End-of-the Semester Materials*

- The end-of-the semester materials are due April 16<sup>th</sup>.

*H. Others*

- Faculty were encouraged to honor all due dates.
- Faculty were reminded to complete and submit the required self-check questionnaire prior to reporting to work on campus each day. The questionnaire must be submitted to Human Resources within 5:30 a.m.–7:30 a.m. each day. Faculty must report “cleared with the green thumb up or not cleared” results to Dr. Simmons no later than

7:30 a.m. By 8:00 a.m., Dr. Simmons will submit the names of faculty to Human Resources who did not report their daily health screening.

#### **IV. New Business**

##### *A. ITC List of Majors List of Majors*

- The list of all KSLS majors was emailed to the faculty last week.
- Faculty were asked to review the list, identify the concentrations and email it directly to the Registrar's Office.

##### *B. Others*

- Ms. Calvin's term to serve as the KSLS Faculty Senate Representative will expire soon. A ballot will be emailed to vote on the next KSLS Faculty Senate Representative for fiscal year 2021-2022. A name of the KSLS Faculty Senate Representative must be submitted to the Faculty Senate by April 6<sup>th</sup>.
- Dr. Blackman asked if there is a course substitution form. Dr. Simmons will email the Registrar's Office substitution form to everyone.
- The operating budget for fiscal year 2021-2022 is due March 26<sup>th</sup>. Faculty were asked to submit anything that is deemed critical or necessary for the department. The budget typically remains the same each year.

#### **VI. Updates/Announcements**

##### *A. GSU Faculty Senate*

- No updates.

#### **VII. Closing Remarks**

##### *A. Department Head/Dean/\*Provost's Office*

- Provost Walton and other University Officials have a standing open invitation to attend all KSLS departmental meetings.

##### *B. Adjournment*

The meeting adjourned at 12:00 noon.

**Recorder:** Sheila Griffin



**Kinesiology, Sport & Leisure Studies**  
Tuesday, March 23, 2021 – 11:00 a.m.  
Microsoft Teams Meeting

**A G E N D A**

- I. Opening Remarks
- II. Approval of the Agenda
- III. Old Business (**Note the Dates ... Direct Questions to the Registrar's Office**)
  - A. Last Day to Drop Classes or Withdraw (*March 25<sup>th</sup>*)
  - B. Final Examinations (*April 6<sup>th</sup> – 9<sup>th</sup>*)
  - C. Final Grades for Graduating Seniors & Other Students (*April 12<sup>th</sup> & 21<sup>st</sup>*)
  - D. Certification for Graduation Forms (*due April 13<sup>th</sup>*)
  - E. Commencements (*April 14<sup>th</sup> – 15<sup>th</sup>*)
  - F. Annual Report (*due April 16<sup>th</sup>*)
  - G. End-of-the-Semester Materials (*due April 16<sup>th</sup>*)
  - H. Other(s)
- IV. New Business
  - A. ITC List of Majors (**Faculty are to have a copy of their list**)
  - B. Other(s)
- V. Updates/Announcements
  - A. GSU Faculty Senate
  - B. Other(s)
- VI. Closing Remarks
  - A. Department Head/Dean/\*Provost's Office
  - B. Adjournment

[\*NOTE: Provost Walton and other University Officials have a **Standing Open Invitation** to attend all KSLS Departmental Meetings.]