

**Kinesiology, Sport and Leisure Studies**  
**Minutes**  
**January 26, 2021**  
**11:00 a.m.**  
**Microsoft Teams Meeting**

**Present:** Dr. Martin Ayim                      Ms. Barbara Lewis  
              Dr. Rodney Blackman                Ms. Teshia Lincoln  
              Ms. Yvonne Calvin                        Dr. Catalina Palacios  
              Ms. Breleisha Gilbert                   Dr. Larry Proctor

**Excused:** Dr. Aaron Livingston  
              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 agenda was approved as printed with no additions.

**III. KSLS Committee Reports**

*A. Admission Committee – Ms. Calvin, Chair*

- No report.

*B. Curriculum Committee – Dr. Blackman, Chair*

- Dr. Blackman received several curriculum changes/proposals.
- Dr. Blackman is in the final phase of reviewing the proposals.
- The proposals will be distributed to the committee members for review and comments.
- The proposals will be returned in two weeks with recommendation for revisions and comments provided by the committee members.
- The proposals will be submitted to the University Curriculum Committee by the end of next month.

*C. Examinations Committee – Ms. Gilbert, Chair*

- No report.

*D. Low-Completer Committee – Dr. Proctor, Chair*

- No report.

*E. Master's Thesis Committee – Dr. Livingston, Chair*

- No report.
- The department does not have a master's thesis requirement.

*F. Promotion and Tenure Committee – Dr. Ayim, Chair*

- No report.

*G. Recruitment Committee – Dr. Palacios, Chair*

- No report.

*H. Research Committee – Dr. Proctor, Chair*

- Several faculty will assist by serving as a judge at the Undergraduate Research Symposium scheduled for next month.

*I. Strategic Five-Year Plan Committee – Dr. Livingston, Chair*

- No report.

*J. Student Appeals Committee – Ms. Lewis, Chair*

- Dr. Simmons is currently serving as the committee.
- Student appeals will be delegated to Ms. Lewis and her committee next semester for review and recommendations.

**IV. Old Business**

*A. Class Roll/Roster and Attendance Banner System Entry*

- Faculty must enter attendance in Banner daily, whenever the class meets or how the courses are designed.
- It is critical that attendance is entered due to most of the students are on financial aid and determines if they will receive their refund checks on-time.

*B. Applications for Graduation*

- Applications for Graduation are due February 5<sup>th</sup>.
- It was recommended to include students on the tentative graduation list if the students are planning on graduating this semester. It is easier to remove a student from the list versus adding a student to the tentative graduation list.
- Dr. Simmons would like for all issues to be resolved by the end of March.

*C. Mid-Semester Examinations*

- Mid-semester examinations are scheduled for February 22<sup>nd</sup> – 26<sup>th</sup>.

*D. Late Registration Deadline*

- Late registration deadline is January 29<sup>th</sup> at 11:59 p.m.
- Dr. Simmons is serving as the academic advisor for all freshmen and transfers. A number of students are still in need of advisement and adding classes. Dr. Simmons may ask for assistance with advisement.

**V. New Business**

*A. KSLs Advisement*

- A KSLs advisement meeting is scheduled for February 2<sup>nd</sup> at 11:00 a.m. via Teams.
- The advisement system that is currently in place is broken; therefore, adjustments will be made.

*B. Others*

- Faculty were encouraged to check emails daily throughout the workday.
- Faculty were encouraged to respond to student emails in a timely manner.

**VI. Updates/Announcements**

*A. GSU Faculty Senate*

- Faculty Senate has resumed their monthly meeting via Microsoft Teams. The meetings are scheduled for every first Tuesday of each month.

**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. Announcement*

1. Next KSLs department meeting is scheduled for February 23, 2021 at 11:00 a.m.

*C. Adjournment*

The meeting adjourned at 11:58 a.m.

**Recorder:** Sheila Griffin



**Kinesiology, Sport & Leisure Studies**  
Tuesday, January 26, 2021 – 11:00 a.m.  
Microsoft Teams Meeting

**A G E N D A**

- I. Opening Remarks
- II. Approval of the Agenda
- III. KSLS Committee Reports
  - A. Admission Committee (*Calvin*)
  - B. Curriculum Committee (*Blackman*)
  - C. Examinations Committee (*Gilbert*)
  - D. Low-Completer Committee (*Proctor*)
  - E. Master's Thesis Committee (*Livingston*)
  - F. Promotion and Tenure Committee (*Ayim*)
  - G. Recruitment Committee (*Palacios*)
  - H. Research Committee (*Proctor*)
  - I. Strategic Five-Year Plan Committee (*Livingston*)
  - J. Student Appeals Committee (*Lewis*)
- IV. Old Business
  - A. Class Roll/Roster and Attendance Banner System Entry
  - B. Applications for Graduation (*due February 5<sup>th</sup>*)
  - C. Mid-Semester Examinations (*February 22<sup>nd</sup> – 26<sup>th</sup>*)
  - D. Late Registration Deadline (*Thursday, January 28<sup>th</sup> at 11:59 pm*)
- V. New Business
  - A. KSLS Advisement (*Tuesday, February 3<sup>rd</sup>*)
  - B. Other(s)
- VI. Updates/Announcements
  - A. GSU Faculty Senate
  - B. Other(s)
- VII. Closing Remarks
  - A. Department Head/Dean/\*Provost's Office
  - B. Announcements
    - 1. Next KSLS Department Meeting: **February 23<sup>rd</sup> @ 11:00 a.m.**
    - 2. Other(s)
  - C. Adjournment

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