

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.

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.

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- 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 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.

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- 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.

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 of Fat t3.99 0 Td.eed7{s)3.6 (e)6.5 (m)m

ARTICLE V. Changes in the Curriculum

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. Guidelines for Assessment

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 opportunityg34003 T and

- 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.

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

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 a7B (on (p)-6)TjEMC /P ~~MCID 6 BDC/EB~~ (on (p)y (i)8.3
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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 conseq

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;