

MINUTES
Faculty Senate Executive Committee
Monday, August 26, 2013 3:30 pm
Union room 226

Present: Anderson, Bennett, Bloodgood, Bonella, Cauble, Crawford, Ehie, Garcia, Guzek, Holcombe, Keen, Nuss, Rintoul, Schultz, Stewart, Sump, and Van Horn.

Absent: Hoag, Hosni, Spikes

Proxies: Michael Raine for Don Crawford

Visitors: Roberta Maldonado-Franzen, Mustaque Hossain, Terrie McCants, Christy Moran Craft, Steve Starrett.

1. President Julia Keen called the meeting to order at 3:35 p.m. Everyone introduced themselves and identified the group they represent.
2. The June 3, 2013 Executive Committee minutes stood approved as submitted.
3. Dispute Resolution reports (3:35 – 4:10 p.m.)
 - A. Affirmative Action report, Roberta Maldonado-Franzen – **Attachment 1**

Roberta Maldonado-Franzen presented the Affirmative Action report for the period of October 1, 2012 through July 31, 2013. Their reporting year ends on September 30th but to date there is a small decrease in the total number of cases handled. Some discussion pertaining to failure to provide equal opportunity and outcome reporting was held.
 - B. Grievance Chair report, Mustaque Hossain – **Attachment 2**

Mustaque Hossain presented the annual Grievance Chair report for the 2012 – 2013 academic year. He had one carryover request from the last academic year and has received two additional ones this year. Discussion about whether the timeline that was established several years ago was impeding grievances from moving forward through the process. This does not seem to be the case.
 - C. Mediation Services report, Terrie McCants – **Attachment 3**

Terrie McCants presented the Dispute Resolution Report for Mediation Services for the period November 1, 2012 through July 31, 2013. Ms. McCants reported during this period she had three requests inquiries/requests for mediation. She has also been updating policies and procedures. A committee for mediation has been re-activated. The university community needs to be educated on how and when to refer to mediation and dispute resolution. She asked for a point of clarification as to who should be notified when she is not available, i.e. on study abroad trips or vacation. President Keen stated that names for the committee have been recommended to the Provost.
 - D. Ombudsperson report, Christy Moran Craft – **Attachment 4**

Christy Moran Craft presented the Ombudsperson Report for the period of July 1, 2012 through June 30, 2013. The three ombudspersons met with 24 individuals, most of whom were self-referred. More unclassified personnel were seen than faculty this year. Work conditions and climate are the predominant reasons for someone seeking the assistance of an ombudsperson. Concerns about bullying came up often as well as salaries, benefits and performance evaluations. Discussion followed regarding whether a guideline pertaining to what a Dean should do if someone responds to a performance evaluation should be included in section C of the University Handbook.

Senator Schultz moved that the Affirmative Action, Grievance Chair, Mediation Services and Ombudspersons reports were received and that they be placed on the Faculty Senate agenda for the September 10, 2013 meeting. Motion seconded and carried.

4. Honor & Integrity System report – Steve Starrett – **Attachment 5**
Steve Starrett presented the Honor & Integrity System Report, stating that 260 student violators were received, which is a new record. About 5% of the violators are successful if they contest the violation. Types of violations include unauthorized collaboration, which seems to be an increasing problem, and plagiarism. About 40 presentations were provided to students and 155 completed honors and integrity courses. Junior and senior violators outnumber freshman and sophomore violators. The Honor & Integrity System is becoming a better known resource on campus. The Honors Council approved two major changes, 1) the configuration of the hearing panel and 2) who can issue a permanent XF to a violator. The recommendation was made that these changes go through Academic Affairs. Starrett agreed and this will be done and reference to these items can be removed from the report.

Senator Dodd moved to receive the amended report. Motion seconded and carried.

5. Report from Standing Committees and Student Senate

A. Academic Affairs Committee – Andy Bennett

- Items for Faculty Senate discussion agenda (Page 4) (Supplemental information in **Attachment 6**)
 - College of Human Ecology – New B.S. in Personal Financial Planning

Senator Bennett moved that the B.S. in Personal Financial Planning in the College of Human Ecology be placed on the September 10, 2013 Faculty Senate agenda. The course number issue has been resolved.

Bennett also reported that the approval, routing, and notification manual should be moved forward soon as well a proposal on how to handle undergraduate certificates.

B. Faculty Affairs Committee – Betsy Cauble

Senator Cauble reported that FAC will be reviewing the post tenure review report along with the Provost's comments on that report. The Faculty Salaries and Fringe Benefits Committee has requested to add an ex-officio member, specifically a human resources benefits specialist. Recommendations related to language changes within Appendix M of the University Handbook will be reviewed. FAC will also be looking into non-tenure assistant professor positions as well as promotions that have occurred in which the proper procedures were not followed.

C. Faculty Senate Committee on Technology – Don Crawford

Michael Raine, in the absence of Don Crawford, reported that Diana Blake visited FSCOT to speak with them about iSIS and its changed infrastructure that should help with first-day loads. Several senators commented that K-State Online (KSOL) was a “disaster” during the first day of the semester. Scott Finkeldei spoke with FSCOT about KSOL, reporting that it will not be replaced anytime soon. Approximately 14,000 students were migrated from Zimbra to Office 365 successfully with the primary questions being about how to set up mobile devices. They will be manning a table in the K-State Student Union for a couple of weeks to support students through this transition. On September 12, 2013, as a pilot program, K-State Libraries and Information Technology Services will move to Office 365. On September 25, 2013, a train the trainer class will be conducted with Microsoft, specifically targeting web app links and share point. Sixty seats will be available so will be selective on those invited. The goal is to have everyone migrated to Office 365 by the end of the year. Email should be transparent but the calendaring will not talk to Zimbra so there may be some disconnect in this area.

D. Faculty Senate Committee on University Planning – Barbara Anderson

Barbara Anderson reported that FSCOU will meet for the first time on September 5, 2013. She has been receiving input on issues they should talk about, such as Facilities minor repairs, quality of service, and timeliness of service. They have received a request to look at the University Handbook, viewing the definition of scholarship in a broad way. Budget reallocation efforts will be discussed this year as well. Other items of interest this year will be the new campus master plan, the sustainability theme committee, and the faculty salary enhancement plan.

E. Student Senate – Kyle Nuss

Kyle Nuss reported that on September 10, 2013, they will be interviewing five architects for the KSSU expansion. The privilege fee will be reviewed for Rec Services and the Office of Student Activities and Services. At the next city commission meeting, they will be bringing up the topic of public transportation again.

6. Announcements

Climate Survey: President Keen stated that she has been in discussions with Provost as to how to move forward on the climate survey. A committee and its charge should be announced during the week of September 3, 2013. Faculty Senate Leadership has recommended Pam Foster, Daryl Youngman, Tom Vontz, and Nancy Baker for this committee. FSLC recommended that the climate survey move forward as quickly as possible and that all university employees should be involved.

President Keen reminded everyone that last year the Provost attended Faculty Senate meetings and gave a 10 minute update of projects, recruitments, etc. that would be of interest to senators. This year she would like to come forward with a question or topic and have an open forum discussion if this would prove beneficial. Content of the discussion that ensued included the length of time that would be allocated to the question and discussion, how and when the question would be known, the opportunity for the Provost to hear from faculty and unclassified professionals rather than from just FSLC. Other comments offered were that this would be a beneficial use of FS's time and that the procedure should be clearly noted on the agenda. The decision was to do this at the September 10, 2013 Faculty Senate meeting.

7. New Business

A. Approve the following senator replacements on Faculty Senate:

Marcellus Caldas for Charles Moore (2013-2015)

Ramaswamy Krishnamoorthi for Donna Potts (2013-2015)

Senator Dodd moved to approve the senator replacements for Faculty Senate. Senator Bennett seconded; there was no discussion. Motion carried.

B. Approve no Faculty Senate meeting in January 2014

Senator Ehie moved to approve not having a Faculty Senate meeting in January 2014. Senator Dodd seconded the motion; motion carried.

8. For the Good of the University

- General Faculty Meeting – Thursday, September 5, 5:00 pm, Alumni Center ballroom
Two items: FS constitution changes (only full time faculty are voting members); 10 minute presentation by President Schulz followed by a question and answer period.
- State of the University Address, Manhattan – Friday, September 20, 2013, 3:30 p.m., Alumni Center
- State of the University Address, Salina – Thursday, October 3, 2013, 3:30 pm, College Center Conference Room

A joint leadership meeting will be held on Wednesday, September 4, 2013 with the leadership of Classified Senate, Student Senate, and Faculty Senate in attendance. The theme of the meeting will be that collaboration is needed to move the University forward.

9. The meeting was adjourned at 4:57 p.m.

Next meeting: Monday, September 30, 2013; 3:30 p.m., Union room 226

ACADEMIC AFFAIRS

Proposed items for discussion agenda:

Approve to place the following curriculum addition on the September Faculty Senate discussion agenda (see attachment 6 for supplemental information):

1. *College of Human Ecology (approved by college on April 23, 2013):*

School of Family Studies and Human Services

Add:

New B.S. in Personal Financial Planning