

**MINUTES**  
**Faculty Senate Executive Committee**  
**Tuesday, April 24, 2018 3:30 pm**  
**Union Wildcat Chamber**

Present: Bannister, Barden, Bennett, Bormann, Dodd, Hartman, Heinrich, Hoag, Hsu, Kelly, Lindshield, Littrell, Markham, Nelson, Peuchen, Raine, Schultz, Simser, Spears, Thomas, Wood, and Zajac

Absent: Sump and Thomas

Proxies: Lehman, Shappee, and Warner

Visitors/Guests: Blake Abbe, Don Crawford

1. President Brian Lindshield called the meeting to order at 3:31 pm.
2. The March 27, 2018 Executive Committee minutes stood approved as submitted.
3. Report from Standing Committees and Student Senate

A. Academic Affairs – Jenny Bormann/Teresa Hartman

- Proposed items for consent agenda (pages 6-8) - Includes **Attachment 1 and 1a**  
A motion was made to place the items on the May Faculty Senate consent agenda. Motion approved.
- Optional Syllabus Statement regarding student resources – **Attachment 2**  
This syllabus statement was brought forward as a recommendation from a student to help students understand the variety of services available at K-State. A motion was made to place the optional syllabus statement regarding student resources on the May Faculty Senate agenda. Motion approved. A comment was made that there were capitalizations in the statement that did not make sense. Senator Hartmann indicated that this will be revised prior to the May Senate meeting.
- University Handbook, Section F83 – Incomplete Policy – **Attachment 3**  
Proposed revisions to Section F83 of the University Handbook were brought forward in the fall. There were a number of concerns, and Academic Affairs sent it back to CAPP for further edits. This is the new draft of the incomplete policy that is now proposed. A motion was made to place the proposed revisions to University Handbook, Section F83 on Incomplete Policy on the May Faculty Senate agenda. Motion approved.

Academic Affairs has also been discussing the ½ credit hour that was passed earlier this year. It was determined that ½ credit hour courses will follow the normal course and curriculum procedures. If a new course is proposed, it will go through the non-expedited process. If an existing course would like to change the credit hours associated to ½ credit hour, it will go through the expedited process. A question was raised regarding the process for courses that are currently available for variable credit. This was discussed in Academic Affairs and it was determined that variable credit courses will need to go through the course and curriculum procedures as a proposal so faculty members are aware of this change.

Academic Affairs is reviewing the K-State 8 tagging policy. Any proposed changes to this policy will likely come forward in Fall 2018.

B. Faculty Affairs – Charlie Barden/David Lehman

- University Handbook, Section E, Sabbatical Leave – **Attachment 4 and 4a**

Revisions were made to Section E of the University Handbook on Sabbatical Leave and the Sabbatical Leave Guidelines by Faculty Affairs based on discussion at the April Faculty Senate meeting. Senator Barden has sent the revisions to Dr. Ruth Dyer and Robert Large and he has not yet heard back from them.

A question was asked regarding what happens when this gets adopted in the middle of the semester and a faculty member is on sabbatical. President Lindshield indicated that there is typically an effective date to allow time for implementation. Senator Barden will seek clarification on this.

A concern was raised regarding the following sentence in the last paragraph of E2: “Likewise, faculty members on sabbatical should avoid voluntarily engaging in any university business while on sabbatical.” “University business” was described as being too broad. It was recommended that this statement be revised to read, “Likewise, faculty members on sabbatical leave are not obligated to engage in any university business while on sabbatical.”

A question was also raised regarding item 3 in the Sabbatical Leave Guidelines as to why both “not obligated” and “avoid voluntarily engaging in” were included. A recommendation was made to revise this statement to the following: “At all times during a sabbatical, a faculty member is not obligated to perform University work.”

Senator Barden moved to place Section E of the University Handbook regarding Sabbatical Leave and the Sabbatical Leave Guidelines on the May Faculty Senate agenda for a vote. Motion approved.
- University Handbook, Appendix O, Integrity in Research and Scholarly Activity – **Attachment 5**

A motion was made to place Appendix O of the University Handbook on the May Faculty Senate agenda. A concern was brought to Senator Barden’s attention regarding how an individual once used both Appendix M and Appendix G to have two appeals processes. Senator Barden indicated that it is stated clearly in Appendix G that if it is the case of a tenured faculty member being dismissed, Appendix M should be used.

Regarding page 5, second paragraph, a question was raised whether the VPR sits on the inquiry team or not. In this paragraph it is described that if the inquiry team determines that the action was malicious, they will contact the Provost, and the VPR is supposed to recommend sanctions to the Provost. It appears as though there is a step missing. It was recommended that either the VPR should be included in the inquiry team or the inquiry team report to both the VPR and Provost. Motion approved.
- University Handbook, Appendix U, Policy on Mediation – **Attachment 6**

The university mediation coordinator at K-State retired. This position was in place when grievance and mediation processes were under the Provost’s Office. When these processes moved over to Human Capital Services, this position was still in place. It seemed an appropriate time to review the position. President Lindshield met with Jay Stephens in HCS and it was indicated that this process can be handled through HCS. Appendix U was revised to describe the updated process. A motion was made to place Appendix U of the University Handbook on the May Faculty Senate agenda for a vote. Motion approved.
- University Handbook, Section D3 – **Attachment 7**
- PPM 4095, Nepotism and Employee Relationships – **Attachment 8**
- PPM 4094, Consensual Romantic Relationships Involving Students – **Attachment 9**

President Lindshield brought forward revisions to PPM Chapter 4095, a new PPM chapter 4094, and revisions to Section D3 of the University Handbook. President Lindshield indicated that the Board of Regents is interested in implementing an umbrella policy regarding consensual

relationships. K-State currently does not have a policy on this, and President Lindshield stated it is important for us to be proactive on this matter and establish a policy rather than having one developed for us. President Lindshield reports to the Board directly and he could talk to the Board about this at the May KBOR meeting if we pass this at the May Faculty Senate meeting. There was a Council of Faculty Senate Presidents meeting in April and this was the primary point of discussion. President Lindshield stated that Blake Flanders indicated that this was something the Board of Regents wanted done with urgency. President Lindshield thinks we need to move this forward now rather than bringing it forward in the next academic year.

There was a working group that reviewed other university policies and drafted the proposed language. Faculty Affairs also provided input.

A question was raised regarding what happened when this was previously discussed in Faculty Affairs. President Lindshield indicated there were two previous times this was discussed, but no actions were taken at those times.

A question was raised regarding the first paragraph in Section .20 in attachment 9 where it says “In the rare instance when” and it was recommended to take out the word “rare.” President Lindshield will follow up on this. A question was raised regarding the word “immediately.” After discussion, it was determined that “immediately” should remain as stated.

In Section .30 in attachment 9 in the definition for “Direct evaluative or supervisory authority,” Faculty Affairs had recommended that employment be added into the definition. President Lindshield checked on this and indicated that anything that deals with employment should be in the nepotism policy.

In Section .20 a recommendation was made to change the language from “eliminate the existing or potential conflict of interest” to “eliminate or manage the potential conflict of interest.” It was noted that the point of this policy is to establish boundaries. Discussion ensued regarding the distinction between “severing” the evaluative or supervisory relationship versus “managing” it. It was clarified that it is direct evaluation and supervision that this is referring to. Concerns were raised that “manage” would not provide strong enough boundaries while “severing” may not be workable.

A question was raised regarding what is meant by “supervisory.” President Lindshield indicated that it is trying to be broad to catch things such as student organization advisors. It was asked if we could remove the word “supervisory” in order to be able to move this forward. President Lindshield indicated that it is unlikely that the PPM language will go forward without the word “supervisory.”

A motion was made to place University Handbook Section D3, PPM4094, and PPM 4095 on the May Faculty Senate agenda for a vote. Motion approved.

- C. Professional Staff Affairs – Loleta Sump/Ashley Thomas  
No report

- D. Student Senate – Ryan Kelly

Ryan Kelly was recently elected as the speaker of the student senate and is the new student representative.

Last week, the Tuition and Fees Strategies Committee (TFSC) confirmed that the two departmental/unit fees in the College of Human Ecology followed the process correctly. It is their job tonight and in subsequent TFSC meetings moving forward to determine how the process will work in the future. This would include the selection of the college tuition committees and the potential for moving up the deadline for the Provost so the TFSC has adequate time to review the proposals. Ryan and Jordan will co-chair TFSC next year and they have a meeting with Jack and Jonathon to transition in the next week or two.

This Thursday they will move forward with appointments to the three branches of Student Senate.

E. Technology – Michael Raine/Lisa Shappee

- 2017 Data Access Report – **Attachment 10**

A motion was made to place the 2017 Data Access Report on the May Faculty Senate meeting as an informational item. Motion approved.

- Freedom of Information Act Requests (related to 2017 Data Access Report)

FSCOT will meet with ITS Leadership, a rep from DCM, and the university attorneys to discuss the data access report. They will address questions and concerns that have been raised. Please send Senators Raine or Shappee any questions or concerns you have prior to next Tuesday. They will also address with ITS Leadership concerns that were raised regarding multi-factor identification.

F. University Planning – Laurel Littrell

FSCOUP has not met since the last Faculty Senate meeting, but the next meeting will be on May 3<sup>rd</sup>. Cindy Bontrager, Amit Chakrabarti, Jeff Morris, and Ethan Erickson will come to the FSCOUP meeting to address questions regarding the budget modernization process, tuition, fees, and related communication to the campus community.

4. New Business

A. Role of Risk and Compliance program - AVP of Risk and Compliance: Blake Abbe

Blake Abbe is the new Assistant Vice President of Risk and Compliance, and he has been on campus for six weeks. Prior to coming to K-State he was at Texas Woman's University and served in a risk management and compliance role and previous to that he was in environmental health and safety position at North Texas.

In his new role at K-State, he will work to bring together the various units employing risk management strategies, compile the information, and provide it to administration. He has been meeting with a variety of entities and has identified the following common concerns: data privacy, international travel, campus programs involving minors, university mandatory training, academic continuity, insurance, and consistent and accurate incident reporting.

They will pull together a group with members from across the university to serve as a committee to look at the data and create a universal risk assessment. This committee would make a recommendation to the President's cabinet regarding the greatest risks at the university. For those risks that are intolerable, they will make recommendations for risk mitigation. He would like to request membership from the Faculty Senate on the Risk and Compliance Committee for the university, which will be appointed by the President and will report to the President's Cabinet.

5. Announcements

A. Faculty Senate standing committee assignments are due

B. Topic for discussion with Provost Mason at May 8 FS meeting

Provost search – Is an onboarding plan being developed for the transition?

C. Faculty Senate president elect and secretary candidates for 2018-2019

6. Open discussion period for senators as needed (4:56-5:05 pm)

A question was raised regarding what room will be used for the Faculty Senate meetings next year and when these decisions will be made. President Elect Wood indicated that there is an opportunity to go back to the Big 12 Room, and he likes the setup of that room better for discussion. Overall, there was support to hold the Faculty Senate meetings in the next academic year in the Big 12 Room.

7. The meeting adjourned at 4:43 pm.

Respectfully submitted by:  
Mindy Markham  
Faculty Senate Secretary

Next meeting: Tuesday, May 29, 2018; 3:30 pm, Union Wildcat Chamber

**ACADEMIC AFFAIRS  
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum proposals, posthumous degree and graduation list addition on the Faculty Senate consent agenda:

**A. COURSE AND CURRICULUM PROPOSALS:**

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda>

To view the proposals in Curriculog,

**First** - Login to Curriculog using your K-State eID and password

<https://kstate.curriculog.com>

**Second** - Go to the course or curriculum agenda as links listed below.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon

In User Tracking, change "Show current" to "Show current with markup"

View the proposal

Use the browser back button to return to the agenda and select next proposal

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

**COURSES:** <https://kstate.curriculog.com/agenda:372/form>

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| Arts and Sciences | AMETH - 300 - Cultural Competence in Institutions<br>ART - 302 - Art and Insects<br>BIOCH - 266 - Elementary Organic and Biochemistry with Home and Virtual laboratory<br>BIOCH - 522 - General Biochemistry Laboratory<br>BIOCH – 523 – Introduction to Biochemical Methods<br>BIOL – 670 – Immunology - ( <a href="https://kstate.curriculog.com/proposal:1823/form">https://kstate.curriculog.com/proposal:1823/form</a> )<br>DAS - 214 - Introduction to Arts & Sciences Education Theory and Practice<br>ENGL - 500 - Writing Center Theory and Practice<br>ENGL - 669 - Advanced Creative Writing: Special Topics<br>GEOG - 742 - Digital Geomorphology<br>GEOG - 747 - Soil Mapping<br>GEOG - 842 - Advanced Digital Geomorphology<br>GWSS - 275 - Gender and Sex in Science Fiction<br>GWSS - 335 - Transgender Studies<br>GWSS - 435 - Race/Sex/Science<br>GWSS - 551 - The History and Politics of Family Violence<br>HIST - 311 - Race & US Foreign Relations<br>MUSIC - 690 - Survey of Vocal Solos for Adolescents<br>MUSIC - 696 - Jazz Theory I<br>MUSIC - 697 - Jazz Theory II<br>MUSIC - 698 - Jazz Improvisation I<br>MUSIC - 699 - Jazz Improvisation II |
| Education         | EDCEP - 160 - Development and Integrity<br>EDCI - 400 - New Literacies in Contemporary Classrooms   |

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| Engineering           | BAE - 345 - Properties of Biological Materials<br>BAE - 450 - Off Road Machine Power Components<br>BAE - 550 - Hydraulics and Mechatronics<br>DEN - 160 - Engineering Orientation<br>DEN - 161 - Engineering Problem Solving<br>DEN - 300 - Introduction to Total Quality Management and Six Sigma<br>DEN – 325 - Engineering Professionalism and Decision Making<br>DEN - 420 - Introduction to Alternative Energy Sources<br>DEN - 425 - Introduction to Energy and Environmental Technology<br>IMSE - 250 - Introduction to Manufacturing Processes and Systems<br>IMSE - 562 - Materials and the Impact of Manufacturing Processes<br>NE - 350 - Reactor Operations Laboratory |
| Human Ecology         | ECED - 528 - Research and Inquiry in Early Childhood Education<br>ECED - 530 - Teaching & Learning in Early Childhood Education<br>ECED - 531 - Developmental Curriculum in Early Childhood Education<br>ECED - 541 - Curriculum for Emotional, Social, and Physical Development of Young Children<br>ECED - 556 - Early Childhood Practicum 4: Home Visiting<br>ECED – 797 - Home Visiting Programs for Young Children and Families   |
| Technology & Aviation | ECET - 250 - Digital Logic   |
| Veterinary Medicine   | DVM - 713 - Veterinary Clinical and Professional IV  |

**CURRICULUM CHANGES:** <https://kstate.curriculog.com/agenda:373/form>

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| Agriculture             | Horticulture (B.S.) - Golf Course and Sports Turf Operations Option<br>Horticulture (B.S.) - Horticulture Production Option<br>Horticulture (B.S.) - Horticulture Science Option<br>Horticulture (B.S.) - Landscape Horticulture Option |
| Arts and Sciences       | Biochemistry (B.A.)<br>Biochemistry (B.S.)<br>Concurrent B.A./B.S. and M.A. in Sociology<br>Mass Communications B.A./B.S.<br>Medical Laboratory Science (B.A./B.S.)<br>Music Education (B.M.E.)<br>Political Science B.A./B.S.          |
| Business Administration | Business of Sports and Entertainment Undergraduate Certificate - New<br>Professional Strategic Selling, B.S.  |
| Education               | Elementary Education (B.S.)   |
| Engineering             | Biomedical Engineering (BME) (B.S.)<br>Computer Science (B.S.)<br>Industrial Engineering (IE) (B.S.)  |
| Human Ecology           | Apparel and Textiles (B.S.)   |
| Technology & Aviation   | Engineering Technology-Electronic and Computer Engineering Technology Option (BETB-EC)<br>Engineering Technology-Robotics and Automation Option (BETB-RA)   |
| Veterinary Medicine     | Agricultural Biosecurity Research Graduate Certificate - New  |

## **B. POSTHUMOUS DEGREE REQUEST AND GRADUATION LIST ADDITION:**

Posthumous degree request – May 2018, Anthony Berg, College of Engineering

Graduation list addition: December 2017, Ashley Nicole Denney, Master of Arts, Graduate School