

MINUTES
Faculty Senate Executive Committee
Tuesday, September 26, 2017 3:30 pm
Union Wildcat Chamber

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

Absent: Lehman, Schultz, and Warner

Proxies: Ayres for Peuchen, Shappee for Raine

Guests: Scott Finkeldej, Cliff Hight, and Ryan Leimkuehler

1. President Brian Lindshield called the meeting to order at 3:30 pm.
2. The August 29, 2017 Executive Committee minutes were approved as submitted.
3. Report from Standing Committees and Student Senate
 - A. Academic Affairs – Jenny Bormann/Teresa Hartman
 - Proposed items for consent agenda (page 4) – **Attachment 1**
A motion was made to place the items from the consent agenda on the Faculty Senate agenda. Motion approved.
 - Updates to Interdisciplinary Program Proposal Process (informational) – **Attachment 2**
This is an informational item. The majority of the changes to the Interdisciplinary Program Proposal process were to provide clarification, which should assist in streamlining things. There should now be one specific contact person throughout the approval process; an initial concept paper should be completed; and the voting units will be kept to two units in different colleges.
 - B. Faculty Affairs – Charlie Barden/David Lehman
 - Proposed changes to University Handbook, Section E, Sabbatical Leave - **Attachment 3**
Faculty Affairs reviewed proposed changes to the sabbatical language in Section E of the University Handbook. A motion was made to place the proposed changes to the University Handbook, Section E on Sabbatical Leave to the Faculty Senate agenda as a first reading. Motion approved.
Faculty Affairs will go through proposed changes to University Handbook Section F in a future meeting.
 - C. Professional Staff Affairs – Loleta Sump/Ashely Thomas
Bill Johnson attended the last Professional Staff Affairs meeting to discuss employee complaints and/or inquiries that were made to HCS Employee Relations and Engagement this past year. He also discussed the Total Rewards re-classification process that is now available. PSA is also working on getting a representative to the Faculty Salary and Fringe Benefits (FSFB) committee and increasing awareness of the Professional Staff Affairs Committee to their constituents. Finally, they're discussing a leadership rotation for PSA that is similar to what currently exists with the FS president position (president elect, president, past president).
 - D. Student Senate – Jack Ayres for Jonathan Peuchen
SGA members attended the Big XII SGA conference, and have new ideas for things to look into. For instance, KU is offering free student IDs to students who change their gender identity. Iowa State University has gone to a card free system so that everything is on individuals' phones. They will investigate how this system works and discuss potential challenges.

E. Technology – Michael Raine/Lisa Shappee

- Course Content Records Retention Schedule (informational item) Cliff Hight – **Attachment 4**
- Coursework Records Retention Schedules (informational item) Cliff Hight – **Attachment 5**

A motion was made to place these retention schedules on the Faculty Senate agenda.

A question was raised regarding retaining materials for eight years. It was explained that this was originally put in place to placate accreditation requirements. They have recently learned that accreditation requirements differ from unit to unit; Cliff Hight is hoping that the timeframe can be reduced.

It was explained that this retention schedule serves as guidelines that will be able to be utilized for processes (e.g., retention of course materials in Canvas). Units will have the opportunity to retain student documents and information for a longer time period, if desired. They hope to create training opportunities in the future to share this information with faculty. Concerns were raised regarding the possibility of guidelines becoming formal requirements.

Cliff Hight indicated that there are additional revisions that need to occur before this is ready to move forward. Therefore, it was determined that these items will not be placed on the October Faculty Senate agenda.

F. University Planning – Laurel Littrell

FSCOUP will be discussing City/University Funds and there is a joint leadership meeting this Thursday with the other governance bodies. Laurel has been appointed to the Infrastructure Enhancement Fee Committee to discuss the half of the student fee to be allocated to other infrastructure improvements on campus.

4. Announcements

A. KBOR meeting report

The Board discussed the 120 hour bachelor's degree initiative. They have a process in place, but it is not completely finalized as they were seeking input from other groups. Programs that require more than 120 credit hours will need to submit justification in order to continue to require more than 120 hours by mid-March. Key criteria that will be used to determine whether or not the program can remain at more than 120 hours includes accreditation and if another regent's institution offers the same degree for fewer hours. The regents has a website that lists all of the programs and the number of credit hours for each program. President Lindshield categorized the degree programs that are over 120 hours, and sent this information to Ruth Dyer who will talk with each of the programs.

KBOR discussed appropriate math requirements for degrees. They are interested in investigating whether or not a more applied math course could be used for degrees that are not quantitatively inclined.

Open-alternative textbook initiative was discussed and whether or not this initiative could be applied more broadly.

The Council on Faculty Senate Presidents has developed a liaison proposal to provide the Council on Faculty Senate Presidents liaison status to be able to have a formal attachment to three Board committees. Students gained similar liaison status last year.

President Lindshield has drafted some additional credit for prior learning proposal language. This work began during the summer and he is working to finalize it.

University Support Staff Senate President Carrie Fink reported on behalf of USS that they are interested in seeking changes in the current healthcare policy. Regents' Institutions make up the majority of the Kansas Healthcare plan and they would like more input on the current program.

B. Topic of discussion for Jay Stephens' visit at the October FS meeting

The following question was identified:

What is your vision for Human Capital Services and how do you plan to communicate this, and other HCS initiatives and services, out to the institution?

It will also be recommended that he be prepared to address, or answer potential questions about, how the Total Rewards reclassification process is going and what the communication plan is for HCS out to Colleges, Departments, and Units. Some had mentioned wondered about liaisons that had apparently been something discussed previously.

C. State of the University Address - Friday, September 29, 3:30-4:30 pm, Student Union, Forum Hall – Manhattan

It was recommended that representatives from the caucus stand up to ask their questions of President Myers, rather than the questions being read from a list of questions. If someone from your caucus cannot attend the event, you may submit questions to Candace for President Lindshield to ask potentially as time permits.

5. Open discussion period for senators as needed

President Lindshield will be absent from the next Exec Committee meeting so President Elect Spencer Wood will facilitate the meeting.

KBOR will be on campus on October 17th and Faculty Senate Leadership Committee will meet with them.

Bill Hsu shared that Stephen Kucera wrote an open letter regarding protesting the US President's DACA changes and also a resolution. Senator Hsu asked about inviting a couple representatives from SGA to share personal remarks and to educate Faculty Senate on how their lives are impacted by DACA. It was recommended that we have the letter by Stephen Kucera sent to senators as an informational item for the meeting and for Senator Hsu to concede his time to two students to speak on this issue during the open discussion period.

6. The meeting was adjourned at 4:37 pm.

Respectfully submitted by:

Mindy Markham

Faculty Senate Secretary

Next meeting: Tuesday, October 31, 2017; 3:30 pm, Union Wildcat Chamber

ACADEMIC AFFAIRS

Proposed items for consent agenda:

Approve to place the following course proposals and graduation list and addition on the October Faculty Senate consent agenda:

- A. CURRICULOG - Non-expedited 600-999 course level proposals:
Vet Med - DMP 814- Veterinary Bacteriology & Mycology Lecture
Vet Med - DVM 711 – Veterinary Clinical Skills and Professional Skills II
Human Ecology - FNDH 837- Descriptive Sensory Analysis: Rapid Methods

Full proposals for these courses can be viewed in Curriculog.

To view the proposals in Curriculog,

1st - Login to Curriculog using your K-State eid and password

<https://kstate.curriculog.com>

2nd - Go to the link below:

<https://kstate.curriculog.com/agenda:21/form>

From the list of course proposals, 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>

- B. Interdisciplinary course proposals approved by the Graduate Council on September 5, 2017 (see Attachment 1 for supplemental information):
FDSCI 805 Food Safety/ Public Health Journal Club
FDSCI 910 Foodborne Pathogenic Microbiology

GRADUATION LIST AND ADDITION:

May 2017 Graduation List as submitted by Registrar's office (undergraduate, graduate, and veterinary medicine)

May 2017 Addition: William Tyler Davis, Master of Accountancy, Graduate School