

**MINUTES**  
**Faculty Senate Executive Committee**  
**Tuesday, October 31, 2017 3:30 pm**  
**Union Wildcat Chamber**

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

Proxies: Lehman, Nelson, Peuchen, Shappee, and Spears

Absent: Thomas and Warner

Guests: Cliff Hight, Robert Large, and Ryan Leimkuehler

1. President Elect Spencer Wood called the meeting to order at 3:34 p.m.
2. The September 26, 2017 Executive Committee minutes stood approved as submitted.
3. Report from Standing Committees and Student Senate

A. Faculty Affairs – Charlie Barden/David Lehman

- Proposed changes to University Handbook, Section E, Sabbatical Leave - **Attachment 1**
- Proposed changes to University Handbook, Section F83 – **Attachment 2**
- Proposed changes to University Handbook, Section F102 – **Attachment 3**
- Proposed changes to University Handbook, Section F115.1 – **Attachment 4**
- Proposed changes to University Handbook, Section F121 – **Attachment 5**

A motion was made to place University Handbook, Section F83 on the Faculty Senate agenda for a first reading. A motion was made to place proposed changes to Sections E, F102, F115.1, and F121 on the Faculty Senate agenda for action.

Discussion: Section E (Attachment 1) relates to Sabbatical leave and travel funds available during Sabbatical leave. Questions and concerns were raised regarding the term “state allocated funds,” the notion that a faculty member is not to perform work during sabbatical leave, and whether or not conference travel is allowed. A recommendation was made to change the language to “Sabbatical Assignment” rather than “Sabbatical Leave” to clear up the challenges that appear to exist regarding funding issues relating to a person being on “leave.” After lengthy discussion, it was recommended by the Executive Committee that the proposed changes in Section E be taken back to Faculty Affairs to continue to be revised.

A concern was raised regarding Section F121 that indicates that credit hour requirements for Bachelor’s degrees range from 120 to 167 hours. A recommendation was made to place this item on the Faculty Senate agenda and that it can be amended on the Senate floor.

Another concern was raised regarding Section F83, and it was recommended that this also be amended on the Senate floor.

The motion carried to place proposed changes to the University Handbook, Sections F83, F102, F115.1, and F121 on the agenda. Section F83 will be on the Faculty Senate agenda for a first reading and the other changes will be placed on the Faculty Senate agenda for a vote.

B. Professional Staff Affairs – Loleta Sump/Ashley Thomas

PSA is working on ways to reach their constituents and make them aware that they are represented by Faculty Senate. They are considering developing a listserv for unclassified professionals to communicate directly with them. They are also trying to develop an opportunity for recognition of Professional Staff work and achievements through an award ceremony. A concern has been raised regarding full-time term employees and their ineligibility of the dependent tuition assistance grant because of their status as a term employee. A number of professional staff members are on term appointments, so they are going to look into this policy to see if there is a possibility of this benefit being extended to term employees as well.

C. Student Senate – Jack Ayres for Jonathan Peuchen

The Executive Director position for the Center for Student Involvement is now open. There are three candidates currently interviewing for this position.

SGA has proposed to change the by-laws so that a segment of the judicial branch would serve as an appellate board for student organizations that have lost their student organization registration. This would not be behavior related, but would allow an opportunity to hear issues regarding those student organizations that have lost their registration due to late applications or using inappropriate trademarks.

SGA is currently nominating tuition and fees strategies committee representatives. This group will review proposals over winter break and then will meet in January.

D. Technology – Michael Raine/Lisa Shappee

- Course Content Records Retention Schedule (informational item) Cliff Hight/ Ryan Leimkuehler – **Attachment 6**

- Coursework Records Retention Schedules (informational item) Cliff Hight/ Ryan Leimkuehler – **Attachment 7**

A motion was made to place the Course Content and Coursework Records Retention Schedules on the Faculty Senate agenda as informational items.

Questions and concerns were raised regarding what is included in the coursework records, how this information is to be saved, and legal issues regarding compliance. A recommendation was made to revise the PPM rather than bring forward the retention schedules in these attachments. It was recommended that additional information be gained from other Kansas universities and that the PPM be revised to deal with the course content information. It was requested to pull the course content retention schedule, but to retain the coursework retention schedule. The motion to place the Coursework Retention Schedule on the Faculty Senate agenda as an informational item, with modifications based on today's discussion, was approved.

E. University Planning – Laurel Littrell

FSCOU is discussing City/University Funds and getting updates on strategic planning. On Friday they are having a discussion with Ethan Erickson to discuss the proposals for the projects currently moving forward including crosswalks and water runoff.

A traffic study is currently taking place on the traffic on Manhattan Avenue and they will receive a report from this study in December.

An agreement was made between the city and the K-State administration that beginning next year \$500,000 each year will be devoted to the North Campus project for the next 20 years, to total \$10 million. Faculty Senate was not consulted prior to this decision. There are concerns because the amount of funding available to the three senates for input is reduced by 2/3 each year.

F. Academic Affairs – Jenny Bormann/Teresa Hartman

- Proposed items for consent agenda (page 3)
- Observer Role – Canvas – **Attachment 8**

A motion was made to place the consent agenda items on the Faculty Senate agenda. Motion approved.

A motion was made to place the proposal found in attachment 8 on the Faculty Senate agenda. The Athletic department has brought forward a proposal to allow the advisors for student athletes to be allowed to be in the Canvas courses in an observer role. This would allow the advisors to see the students' submitted work and grades. This was presented to Academic Affairs and faculty raised concerns regarding the opportunity for faculty to opt-in or opt-out. Academic Affairs pushed for faculty and student athletes to be required to "opt-in" to this advisor observer role. It was clarified that the observer will only be able to see their specific student athletes. This would replace the request from athletics regarding students' achievement in the course. This would also provide an audit trail that currently does not exist. A question was raised regarding how the "opt-in" will feel for the student athletes if they perceive their scholarships or playing time are connected to their opting into this. The motion was approved to the proposal on the Faculty Senate agenda.

4. New Business

A. DACA Resolution – **Attachment 9**

A motion was made and seconded to place the DACA Resolution on the Faculty Senate agenda. Motion approved.

5. Announcements

A. Council of Faculty Senate Presidents Report (no October KBOR meeting)

As time permits, President Lindshield will provide this information at the Faculty Senate meeting.

B. Guest for November FS meeting

Provost Mason and Cindy Bontrager are not able to attend the next Faculty Senate meeting. Faculty Senate Leadership Council has recommended inviting Dr. Pat Bosco to attend the November Faculty Senate meeting. A motion was made and seconded to invite Pat Bosco to speak at the November Faculty Senate meeting. Motion approved. UPDATE: Dr. Bosco's schedule has changed and he will not be available for the November Faculty Senate meeting.

C. October 2017 Faculty Senate Reapportionment results (informational) – **Attachment 10**

A motion was made and seconded to place attachment 10 on the Faculty Senate agenda for information. Motion approved.

6. Open discussion period for senators as needed (4:55-5:00 pm)

No discussion

7. The meeting was adjourned at 5:02 pm.

Respectfully submitted by:

Mindy Markham

Faculty Senate Secretary

Next meeting: Tuesday, November 28, 2017; 3:30 pm, Union Wildcat Chamber

## ACADEMIC AFFAIRS

Proposed items for consent agenda:

Approve to place the following course and curriculum proposals and graduation list and additions on the November Faculty Senate consent agenda:

A. COURSE AND CURRICULUM PROPOSALS: **To view full proposals, see the Curriculog Agenda:**  
<https://kstate.curriculog.com/agenda:154/form>

*College of Education:*

EDCI - 550 - Schooling and Popular Culture

EDCI - 580 - Internship in Educational Studies

*College of Technology & Aviation:*

AVM - 370 - Advanced Aircraft Avionics and Instrument Systems

BUS - 520 - Integrated Technology Management Capstone

CMST - 357 - Machine Vision

ETB - 482 - Senior Design Project I

ETB - 483 - Senior Design Project II

Aeronautical Technology BS--Aviation Maintenance Management Option

Aeronautical Technology BS--Unmanned Aircraft Systems Option

Full proposals for these courses can be viewed in Curriculog.

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 link below:

<https://kstate.curriculog.com/agenda:154/form>

From the list of course 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>

## GRADUATION LIST AND ADDITIONS:

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

May 2017 addition: John Willnauer, Bachelor of Science, College of Engineering

May 2017 addition: Madlin Olsen, Bachelor of Science, College of Arts and Sciences

August 2017 addition: Laura Elizabeth Seley, Master of Arts in Teaching, Graduate School