

MINUTES

Faculty Senate Executive Committee

Tuesday, January 30th, 2024, 3:30 pm

4061 Business Building

Zoom ID: 733 588 376 | <https://ksu.zoom.us/j/733588376>

Present: Andy Bennett, Graciela Berumen, Regina Crowell, Brad Cunningham, Monica Curnutt, Teresa Douthit, Jared Durtschi, Pamela Erickson, Renee Gates, Daniel Higgins, Cassie Jones, Julia Keen, Marianne Korten, Ryan Leimkuehler, Colby Moorberg, Tareque Nasser, Michael Raine, Don Saucier, Tom Schermerhorn, Mary (Bowen) Sullivan, Andy Thompson, Kortnee Van Nest, Phil Vardiman, Don Von Bergen, Andy Wefald, and La Barbara Wigfall

Absent: Brandon Kliewer and Kate Thomas

Proxies: Cassie Jones for Joel DeRouchey, Tareque Nasser for Terry Mason, Monica Curnutt for Michael Oetken

1. President Don Von Bergen called the meeting to order, and the Land Acknowledgment was played.
2. Approval of November 28th Executive Committee minutes
President Von Bergen inquired if there were any edits or corrections to the minutes. Seeing none and with no objection the minutes stood approved as submitted.
3. Report from Standing Committees, Graduate Student Council, and Senates
 - A. Academic Affairs – Andy Bennett and Brandon Kliewer
 - Proposed consent agenda items (pages 6-8)
 - Proposed discussion agenda items (page 9)

Senator Bennett moved to place the consent agenda items on the upcoming Faculty Senate agenda. Motion carried.

Senator Bennett moved to place the discussion agenda items on the upcoming Faculty Senate agenda. Motion carried.

Senator Bennett reported that Academic Affairs continues to work on getting through the many K-State Core proposals and also various other course and curriculum changes this year. He also shared that there will be curriculum proposals that come to them outside of the deadline window. They're doing their best to work with those units/colleges. One possible proposed solution is to approve certain curriculum proposals in parallel, to be added on the March agenda for full approval, (ones considered standard and not expedited), once approved by committee since it is expected that students begin meeting with advisors in April. President Von Bergen said as long as each approving body is given the minimum amount of time necessary, he does not see a problem with this exception.

Senator Saucier wanted clarification if this procedure is something that executive committee could just approve. Candace shared that there have been instances in the past where exceptions were made by FS Academic Affairs to approve something in parallel, or even to have exec approve placement of proposals on the FS agenda prior to AAC vote, as long as nothing controversial came up with those items at the FS AAC meeting where they were voted on. Therefore, this doesn't necessarily set precedent, but these are also unique circumstances. So as long as the voting bodies have no objections, this could be cared for in the manner Senator Bennett described.

- B. Faculty Affairs – Brad Cunningham/Tareque Nasser
- Proposed revision to University Handbook: Section C159 (**Attachment 1**)
 - Proposed revision to University Handbook: Section D40-41 (**Attachment 2**)
 - Proposed addition to University Handbook: Appendix S (**Attachment 3**)

Senator Cunningham moved to place the proposed changes to the university handbook, Section C159 on the upcoming Faculty Senate agenda for action.

Discussion: Senator Bennett pointed out that the language in the handbook states that “someone that is reappointed *should* have the support of the majority of people that report to them,” so that might be something that is brought to question. There was brief conversation about what this conveys. It was noted there was no change to that specific wording; it was already part of the section. Senator Cunningham also shared that the committee was not concerned with the wording.

Motion carried.

Senator Cunningham moved to place the proposed changes to the university handbook, Section CD40-41 on the upcoming Faculty Senate agenda for a first reading. President Von Bergen requested that when CD40-41 and Appendix S are put on the FS agenda they are put for a first reading. There were a lot of changes and senators may wish to have a little time with them.

Motion carried.

Senator Cunningham moved to place the proposed changes to the university handbook, Appendix S on the upcoming Faculty Senate agenda for a first reading.

Motion carried.

Additionally, Faculty Affairs has been discussing global pronoun changes to the University Handbook, and they also hope to bring forward a report from the Salaries and Fringe Benefits committee to Faculty Senate this semester.

- C. Graduate Student Council – Kortnee Van Nest
No report.
- D. Justice, Equity, Diversity, Access, Inclusion, and Identify – Graciela Berumen/Pamela Erickson
No report.
- E. Professional Staff Affairs – Monica Curnutt/Renee Gates
No report.
- F. Student Senate – Kate Thomas
No report.
- G. Technology – Michael Raine/Phil Vardiman
No report.
- H. University Planning – Cassie Jones/Marianne Korten

They met to work on plans for the year, they hope to work with the Interim Provost in order to continue moving along with initiatives while waiting for the new provost to start.

- I. University Support Staff Senate – Regina Crowell
No report.

4. Announcements

A. KBOR meeting report

President Von Bergen shared highlights from the last KBOR meeting. One of them was related to the changes to tenure and non-tenure track employees and the notice of non-reappointment. Currently, it states that, employees on a regular full-time contract, will most likely will have a twelve-month reappointment. Effective July 1, 2025, it will be reduced to 90 days. This impacts a great many employees on campus.

B. Faculty Senate 2024 elections to begin in February.

President Von Bergen shared that the Faculty Senate elections process is beginning. Candace is taking an initial look through unit information that has been provided and she will be sending a memo along with those election files to caucus chairs in the coming days.

Related to the various positions withing Senate, he wanted to share that Dan Ireton has agreed to serve again as parliamentarian next year. Also, Graciela has indicated she is interested in serving again as secretary. The election for secretary and president elect will occur during the May Faculty Senate meeting. If you have an interest in the president elect position, please reach out to either the president, past president, or current president elect to discuss this opportunity.

Additionally, regarding other service opportunities next year, President Von Bergen shared that, as is typical, there will be a vacancy for an ombudsperson. Also, the grievance chair role will need to be filled. Each of these are three-year terms. Notice of these opportunities will be shared out as they normally are when these positions become available.

C. Spring open forum (*planning in progress*)

President Von Bergen shared the status and some details about the open forum, currently being planned. It is tentatively expected to take place between 2:30 -3:30 pm on March 19th (*this will now be 3:30-4:30 pm on April 2nd*). Our president has indicated he truly welcomes the opportunity for an open question and answer session with the university community. We are also working to have a few panel members to be available for specific questions related to the budget refresh this year and other key topics. The president would like a big turnout in person. The idea will be to rotate the Spring Open Forum between Salina and Olathe in future years but plan to hold the forum on the Manhattan campus this year.

How to have a good turnout was discussed as well as offering the forum via live streaming. It was conveyed that many times the virtual attendance is utilized by faculty and staff in order to avoid parking on campus. Additionally, there are out of state remote workers who will need the virtual opportunity. There had been a suggestion about having one or two zoom locations on the other campuses, instead of a live stream available to all, but it was debated whether or not that would help with the engagement of faculty and staff.

In terms of engagement, which option would best help administration reach the goal of campus engagement. Some would not be able to participate if there is not a zoom option. It was also noted

that there has been limited participation during previous Open Forums both in person and on zoom due to having zero real time questions. There was some belief that the format of the forum was not presented in a way that encouraged questions.

There was agreement from other senators that the previous Open Forum format did not encourage questions. The issue does not seem to be in person vs. Zoom, but rather the way the forum was facilitated. The audience was predominantly deans and administrators, and especially for younger professionals, that may not make them feel comfortable asking questions. It was agreed that administrators can be very intimidating, especially to unclassified/hourly staff. Various suggestions were made, including having pens and note cards at the entrance for people to submit a question anonymously, or they can submit a question in advance via email if they wish. One of the leadership council members volunteered to ask a question on behalf of someone if they are too nervous to.

All of this will be considered, and President Von Bergen thanked ones for their input.

D. IT update

President Von Bergen shared several facts in the following paragraphs that were shared with him during a meeting with Interim Provost Mercer, V.P. Ethan Erickson, and CTO Thomas Bunton. Because of the sensitivity of this information, he asked the Caucus Chairs to share with their respective caucuses.

Being a decentralized university makes it hard when colleges are doing their own thing. When cyber security events happen it not only affects K-State but also our partners all over the world. Processes that are not safe have been shut down. The situation has been contained and now the focus is on recovery and security in the future. Information has been limited in order to ensure security strategies are not leaked, an outside firm has been hired, cyber insurance in place has helped offset the cost.

Academic concerns have been forwarded to Interim Provost Mercer as well as a live engagement from President Linton on the status of the university in regard to this cyber security incident. It was reported as well that there will be a communication from the Interim Provost coming out.

Several senators shared concerns about day-to-day functions, such as reimbursement of funds to those traveling for business. Reimbursement will likely not be given until end of fiscal year for any travel that happened in January. Additionally, transcripts on KSIS cannot be accessed. It was suggested that a communication about all the systems that have been affected seems prudent.

President Von Bergen shared that administration is working on key items, such as payroll, and then moving towards other priorities. Another senator reminded ones that the deans are creating a list prioritizing affected systems and reporting it to the provost office.

The need for better communication and more appreciation was highlighted. Especially given the hoops and hurdles our faculty/staff are jumping through and over to maintain a sense of “normalcy.” It was believed the tone of communications to the rest of the campus needs to reflect this. While administrators are working hard to fix the issues, faculty/staff are also working hard.

President Von Bergen agreed and also apologized if his tone did not reflect the level of appreciation everyone has for all faculty and staff. He conveyed appreciation for the reminder for himself and Exec to keep in mind the efforts made by faculty/staff and the time they have invested in maintaining the academic rigor of the university.

There was conversation about units that are decentralized and how they were or weren't impacted. Those units turned in a list of the systems that are down. There was a reminder of what may or may not be considered secure communications in cyber security incidents, such as this. It was inquired whether any communication will be given to students about the systems that are down and the refunds for travel awards that cannot be processed. Currently, if graduate students are wanting to travel, they will not be able to receive reimbursement any time soon. It was noted that one of the systems that are down is the one for scholarships.

A senator reminded ones that President Linton wrote a letter thanking us for our patience. Some faculty members are trying to communicate with their deans for additional ways to be compensated.

- E. Guest(s) for February FS meeting:
- Thomas Bunton, Chief Technology Officer
 - Bin Ning and Xiang Chen - K-State Institutional Data Policy information session

President Von Bergen confirmed that Thomas Bunton will attend the February meeting to briefly introduce himself to senators. Additionally, a request was made from the office on Institutional research to share with the Senate the Institutional Data policy that has been approved and is in the process of being incorporated into the university's ppm.

5. Open discussion period for senators as needed.

A variety of topics were raised such as the concern of the weather policy and the negative effect it creates in their curriculum when classes are cancelled or delayed. It was suggested that the policy be revised. Questions were raised such as what a delay means, for example if a class runs from 9:30-10:30 and the delay is until 10 am, would it be possible to switch the class online if the delay runs in the middle of the class period? One senator shared that his previous strategy was to have students watch a prerecorded lecture, but that is no longer available because of the technology issues. It was reported that the Vet School uses Echo for their pre-recorded lectures. Also, it was highlighted that not all roads in Manhattan are cleared very well, so while some might have no issue getting to campus, not everyone has the ability to safely commute to K-State. We should keep that in mind with these delays, that they are relevant.

6. The meeting was adjourned at 4:48 pm.

Respectfully submitted by:
Graciela Berumen,
Faculty Senate Secretary

Next meeting: Tuesday, February 27, 2024; 3:30 pm

ACADEMIC AFFAIRS
PROPOSED ITEMS FOR CONSENT AGENDA

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

A. COURSE AND CURRICULUM PROPOSALS:

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 at 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:2273/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Agriculture	AGRON - 115 - Special Topics in Agronomy AGRON - 205 - Soils AGRON - 206 - Soils Laboratory AGRON - 251 - Range Management AGRON - 375 - Nutrient Cycling and Fertilizer Management AGRON - 380 - Introduction to Grassland Monitoring and Assessment AGRON - 381 - Introduction to Grassland Monitoring and Assessment Lab AGRON - 446 - Introduction to Environmental Soil Physics AGRON - 490 - Introduction to Range Management Planning ASI - 262 - Special Topics in Animal Science ENTOM - 110 - Exploring Topics in Entomology ENTOM - 125 - Introduction to Entomology ENTOM - 130 - Insect Collecting Techniques and Collections ENTOM - 135 - Introduction to Animal Health Entomology ENTOM - 150 - Introduction to Plant Health Entomology ENTOM - 330 - Basic Beekeeping HNR - 101 - Introduction to Horticulture and Natural Resources
Architecture, Planning, and Design	CDPLN - 633 - Grantwriting CDPLN - 700 - Foundations of Community Development CDPLN - 704 - Community Leadership and Capacity Building IAID - 432 - Visual Communication III INDD - 292 - Design Thinking INDD - 600 - Professional Practice

	LAR - 750 - Advanced Seminar
Arts and Sciences	<p>ADC - 200 - Introduction to Addiction</p> <p>ANTH - 384 - Fundamentals of Forensic Anthropology</p> <p>ANTH - 510 - New Religions</p> <p>BIOL - 670 - Immunology</p> <p>DANCE - 110 - Breathe, Move, Be</p> <p>DANCE - 115 - Yoga for Restoration</p> <p>DAS - 197 - Introduction to Integrated Health Studies</p> <p>ENGL - 185 - Race, Film, and American Stories</p> <p>ENGL - 685 - Readings in World Literature</p> <p>GEOL - 750 - Geologic Evolution of Planet Earth</p> <p>GEOL - 760 - Geochemical and Biogeochemical Modeling</p> <p>GEOL - 806 - Sedimentary Petrology</p> <p>GEOL - 835 - Advanced Petroleum Exploration, Imperial Barrel Award Competition</p> <p>MUSIC - 233 - English Diction</p> <p>PSYCH - 270 - Brain Myths: Fact or Fiction?</p> <p>PSYCH - 465 - Cognitive Neuroscience</p> <p>PSYCH - 595 - Behavioral Neuroscience Lab Skills</p> <p>PSYCH - 596 - Cognitive Neuroscience Lab Skills</p> <p>PSYCH - 670 - Neural Mechanisms of Learning and Memory</p> <p>THTRE - 504 - Stage Combat</p> <p>THTRE - 552 - Sound Design</p> <p>THTRE - 575 - Dramaturgy</p> <p>THTRE - 663 - Solo Performance</p>
Business Administration	FINAN - 560 - Concepts in Financial Technology
Education	<p>EDEL - 415 - Teaching Methods for Mathematics, PK-2</p> <p>EDEL - 465 - Teaching Methods for Mathematics, Grades 3-6</p> <p>EDEL - 466 - Supporting Elementary Learners in Reading and Math, Grades PK-6</p> <p>EDEL - 467 - Teaching Methods for STEAM, PK-6</p>
Engineering	<p>ARE - 010 - ARE New Student 1st Year Workshop 1</p> <p>ARE - 012 - ARE New Student 1st Year Workshop 2</p> <p>ARE - 460 - ARE Professional Practice</p> <p>ATM - 245 - Introduction to Biomanufacturing Technology</p> <p>ATM - 345 - Cell Culture Technology in Biomanufacturing</p> <p>BME - 200 - Introduction to Biomedical Engineering</p> <p>BME - 390 - BME Skill Development Experience</p> <p>BME - 430 - Biomaterials</p> <p>BME - 470 - Biomedical Device Components</p> <p>BME - 490 - Undergraduate BME Design Experience</p> <p>BME - 575 - Clinical Systems Engineering</p> <p>CC - 410 - Advanced Programming</p> <p>CC - 510 - Computer Systems Administration</p> <p>CC - 515 - Full Stack Web Development</p> <p>CC - 520 - Database Essentials</p> <p>CC - 535 - Applied Data Science</p> <p>CE - 351 - Incompressible Fluid Mechanics</p> <p>CIS - 115 - Introduction to Computing Science</p>

	CIS - 116 - Introduction to Programming CIS - 200 - Programming Fundamentals CIS - 537 - Computer Vision CIS - 561 - Introduction to Data Science in Practice CNS - 010 - CNS New Student 1st Year Workshop 1 CNS - 012 - CNS New Student 1st Year Workshop 2 CNS - 241 - Strength of Materials and Analysis CNS - 242 - Strength of Materials Lab CNS - 310 - Introduction to Building Information Modeling ECE - 241 - Introduction to Electrical and Computer Engineering ECE - 410 - Circuit Theory I ECE - 441 - Design of Digital Systems ECE - 511 - Circuit Theory II ECE - 512 - Linear Systems ECE - 519 - Electric Circuits for Engineers ECE - 542 - Computer Networking ECE - 590 - Senior Design Experience I ME - 212 - Engineering Graphics ME - 310 - Elements of Thermodynamics ME - 532 - Experimental Strength of Materials
Health and Human Sciences	FNDH - 313 - Science of Food HDFS - 375 - Introduction to Research Methods in Human Development and Family Science HDFS - 552 - Social Justice in a Family Context HMD - 892 - Leadership in Hospitality and Dietetics Administration IHS - 399 - Integrative Human Sciences Applied Learning Orientation IHS - 420 - Family and Consumer Science Methods for Secondary and Middle Schools IHS - 425 - Family and Consumer Science Education Practicum

CURRICULUM: *<https://kstate.curriculog.com/agenda:2274/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Agriculture	Agribusiness – International (BS)
Architecture, Planning and Design	Master of Industrial Design (M.I.N.D.D.) (post-baccalaureate track) Master of Industrial Design (M.I.N.D.D.) (non-baccalaureate track) Master of Interior Architecture (M.I.A.R.C.) (post-baccalaureate track)
Arts and Sciences	Integrated Health Studies Secondary Major
Health and Human Sciences	Accelerated B.S./M.S. in Life Span Human Development Life Span Human Development (M.S.) Life Span Human Development (Ph.D.) (specialization within PhD in Health and Human Sciences)

B. Graduation list(s), addition(s) and/or posthumous degree requests:

1. Posthumous degree request: Spring 2024, Tristan Roy, DVM, College of Veterinary Medicine

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR DISCUSSION AGENDA**

Approve to place the following new curriculum proposal(s) on the upcoming Faculty Senate discussion agenda:

New:

To view full proposals, see the Curriculog Agenda: *<https://kstate.curriculog.com/agenda:2275/form>
(*copy and paste the link into your browser if clicking on it gives you an error message)

Architecture, Planning, and Design	Industrial Design (Minor)
Arts and Sciences	Forensic Studies Certificate
Technology & Aviation (Salina)	Machine Learning and Autonomous Systems (Graduate Certificate)

New permanent, for-credit, microcredentials:

Arts and Sciences	Microcredential in Water Quality European History Graduate Microcredential Military History Graduate Microcredential United States History Graduate Microcredential
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