
MINUTES
Faculty Senate Executive Committee
Monday, March 31, 2003 3:30 pm
K-State Union, Room 205

Present: Cochran, Cox, Dandu, Gehrt, Haddock, Jurich, Maatta, McCulloh, Montelone, Prince, Schumm, Thompson, Verschelden, Zabel

Absent: Bradshaw, Krstic, O'Hara, Ross, Smith, Spears

Visitor: Phil Anderson, Ruth Dyer

- I. President Al Cochran called the meeting to order at 3:30 p.m.
- II. Senator Verschelden moved to approve the minutes of the February 24, 2003 meeting. Motion was seconded and passed.
- III. Announcements
 - A. Faculty Senate Leadership Council
Leadership met with President's Staff on March 25.
 - 1) Cia Verschelden gave an update on Assessment of Student Learning Activities. NCA is returning to K-State in 2005 and a report is to be prepared in 2004. There are two major committees at work. One is early adopters who are creating student learning assessment models for departments to use. The other one is working on student learning outcomes and rewording those that are in the university catalog. These will then be submitted to Academic Affairs for review and action. Planning and Analysis has made a recommendation to Academic Affairs to change and simplify the process of curriculum/course changes. Cia reported that the process of developing assessment of student learning is going very well.
 - 2) In discussing the projected tuition revenues, the administration reported that students are expressing concern about not backfilling the state's funding obligations with their tuition. They are looking at the University of Kansas model where they have projected tuition increases for the next several years and already identified specific uses for those increases. The Provost is looking towards implementation of Targeted Excellence in FY 2005 and the use of some of the tuition increases to fund those initiatives. In a subsequent meeting that followed, the FSLC met with the President, his staff, and the Council of Deans. In this meeting, President Wefald indicated that he has received no negative feedback regarding this past fall's tuition increases and stated that he anticipated next year's increases to be significant in terms of percentage, but not so much in terms of actual dollars. Interim Associate VP (Administration and Finance) John Struve and Provost Coffman then laid out possible projections for how anticipated tuition revenues might be used and mitigating factors that drive their thinking. The surcharges for credit hour production in the colleges of Engineering and Business will continue and will be \$10/c.h. The technology fee is projected to increase an additional 3%. Because of their unique tuition structure, the College of Vet Med will continue its linear tuition model. Gross revenues from tuition, excluding Vet Med, are expected to be \$11.25 million for next year. Of this, \$2.7m will be set aside for need-based waivers. \$1.8m (3%) will be used as a hedge against inflation. Costs associated with faculty pay increases will be approximately \$.5m. Net revenue will be approximately \$6.7m.

Provost Coffman reflected that we need to view our total five-year tuition plan with an eye for achieving maximum flexibility in the end years. He explained his thinking in terms of one-time allocations and base allocations. Immediate needs include directing funds to unit OOE's, propping up the library's budget, start-up packages for new hires, student enhancements, establishing a contingency fund, and the Integrated Information Initiative. Future investment in the Targeted Excellence initiative is projected. At this point, the administration is in close touch with student leadership regarding their desires and concerns relative to student enhancements. The Provost closed his comments with observations relative to the legislative goings-on. He indicated that KSU has made provisions for a shortfall in the FY '04 general fund budget of \$100m, but current estimates indicate that the actual shortfall may well be between \$235-250m. Depending on the governor's plans for addressing budget issues, that may still be workable.

- 3) The Provost has not yet received much feedback on projected program cuts, although some program discontinuance recommendations are being appealed.
- 4) The Provost has made a decision to commit significant funding to the Library. Interest was expressed by Senators in consolidating all Kansas Board of Regents universities' libraries in order to improve access and costs.
- 5) There was nothing new to report on Foundation funding.
- 6) Beth Unger gave an overview of two areas of concern for university computing. These are security attacks on campus systems from outside the university as well as identity theft in light of recent KU and University of Texas data thefts. Additional safeguards have recently been implemented to greatly improve security with university systems.

B. Kansas Board of Regents meeting - See attachment 1

C. Report from Student Senate - none

D. Other

- 1) Ruth Dyer reported two upcoming Provost Lecture Series presentations. The first one is on April 2 by Dr. Sylvia Hurtado, Associate Professor of Education and Director of the Center for the Study of Higher and Post Secondary Education, University of Michigan, who will speak on "Diversity and Learning on Campus. The next one will be on Thursday, April 24, 2003 from 3:30 pm to 5:00 pm, Fiedler Auditorium, Fiedler Hall. The title is Successful Engagement in Learning, by Dr. Jana Fallin, 2002-2003 University Chair for Distinguished Teaching Scholars, and Professor of Music, Kansas State University.
- 2) Cia Verschelden gave an update on the University Calendar Committee. Suggestions have been made to expand the committee membership and to develop a process for reporting and approval. They are also continuing to look at the fall schedule.
- 3) President Cochran reported that the Executive Committee will hold the April meeting on the Salina campus. For those unable to make the trip, we will video-conference the meeting as usual.

IV. Honor System Constitutional Change - Phil Anderson **ATTACHMENT 2**

Phil Anderson discussed the proposed amendment to the Undergraduate Honor System Constitution. The biggest criticism of the honor council is that it lacks diversity, with no persons of color or non-U.S. citizens represented. Student Senate voted for the proposed change with no dissenting votes. Much discussion ensued about the proposed changes and a need for enlarging the number of council members. Senator Verschelden moved to place this item on the Faculty Senate agenda. Senator Zabel seconded and the motion passed.

V. Presentation on budget issues at Faculty Senate - Deans Terry King and Dennis Kuhlman

Senator Mathews moved to place the deans' presentations on the Faculty Senate agenda. Senator Zabel seconded the motion and it passed.

VI. Reports from Standing Committees

A. Academic Affairs Committee - Jackie Spears

Senator Verschelden moved to place all of the Academic Affairs Committee items on the Faculty Senate agenda.

1. Course and Curriculum Changes

a. Undergraduate Education

1. Approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences February 13, 2003.

Chemistry

CHANGE:

CHM 350 General Organic Chemistry
CHM 566 Instrumental Methods of Analysis
CHM 585 Physical Chemistry I
CHM 586 Physical Chemistry I Laboratory
CHM 595 Physical Chemistry II
CHM 598 Physical Chemistry II Laboratory

(Page 107, undergraduate catalog)

CHANGE:

General Requirements for undergraduate major

Change to: A total of ~~120~~ 124 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.

*See page 10 of white sheets for details.

English

ADD:

ENGL 076 Reading Skills for Non-native Speakers of English
ENGL 081 Advanced Integrated Skills

CHANGE:

ENGL 079 ~~Oral Communication Skills for International Teaching Assistants to:~~

ENGL 079 Pronunciation and Speaking Skills for Non-native Speakers of English

Geography

ADD:

GEOG 495 Capstone Seminar in Geography

(Page 113, undergraduate catalog)

CHANGE: Geography (B.A. or B.S.)

Changes to the class list for a major in geography.

Rationale: The changes to the geography undergraduate major reflect changes in the discipline over the last several years, and bring the requirements more in line with the expertise and interests of the geography department faculty.

*See page 11 of white sheets for details.

Physics

CHANGE:
PHYS 562 Introduction to Quantum Mechanics to: PHYS 662 Introduction to Quantum
Mechanics

College of Arts and Sciences

Curriculum Changes

CHANGE:

(Page 91; Undergraduate Catalog) Degree Requirements

FROM: At least ~~120~~ credit hours as required for graduation.

TO: At least 124 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 6 of white sheets for details.

CHANGE:

(Page 92, undergraduate catalog) Bachelor of Arts and Bachelor of Sciences

Add the statement to basic requirements: At least 124 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 7 of white sheets for details.

CHANGE:

(Page 93, undergraduate catalog) Bachelor of Fine Arts

Change wording to change graduation credit hours from 120 to 124 and some other minor wording changes.

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 8 of white sheets for details.

CHANGE:

(Page 95, undergraduate catalog)

FROM: Secondary teacher ~~certification~~

TO: Secondary teacher license

Change the word certification to license throughout the document, change 120 to 124 (hours of coursework) and add the statement: Students who enter KSU before the fall of 2003 require only 120 hours for graduation.

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 9 of white sheets for details.

Mathematics

(Page 125, undergraduate catalog) Requirements

Changes to the list of classes required.

Rationale: CIS has revised/introduced the courses CIS 105, CIS 111, CIS 200 and CIS 209. The change here better reflects what our math majors need.

*See page 12 of white sheets for details.

Music

(Page 133, undergraduate catalog) Bachelor of Arts

FROM:

~~120~~ hours required for graduation

TO:

124 hours required for graduation (Students who entered KSU before the fall of 2003 require only 120 hours for graduation).

Rationale: To make our catalog compliant with University/Board of Regents policy.

*See page 13 of white sheets for details.

Political Science

(Page 142, undergraduate catalog) Specialized curricula

CHANGE:

...~~120~~ hours for graduation.

TO:

...124 hours for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 14 of white sheets for details.

Sociology, Anthropology, and Social Work

(Page 147-148, undergraduate catalog)

Add the following statement: A student earning a B.A. or B.S. in social work must complete 124 hours (students who entered KSU before the fall of 2003 require only 120 hours for graduation)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 15 - 16 of white sheets for details.

Statistics

(Page 156, undergraduate catalog)

Change to the classes listed as general requirements for bachelor of arts or bachelor of science degrees

Rationale: These changes are responses to several changes in the university. The CIS 200 course has changed dramatically from the time it became a required course; it is no longer primarily a programming course. The including of 300 level statistic courses is to give our majors credit for courses that they take early on in their career. Changing STAT 410 and IMSE 541 (formerly IE 541) from requirements to electives gives greater flexibility to the curriculum.

2. Approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology February 14, 2003.

UNDERGRADUATE CATALOG CHANGES:

School of Family Studies and Human Services

Curriculum: Family Life and Community Services

Bachelor of Science in Family Studies and Human Services

Pages 222 -223, K-State Undergraduate Catalog 2002-2004

Changes unrestricted electives from 21-21 to 24-25 and total for graduation from 120 to 124.

Rationale: The Board of Regents requires an additional 4 hours be added to increase the total number of hours needed for graduation.

*See pages 1 and 2 of white sheets for details.

School of Family Students and Human Services

Curriculum: Family and Consumer Economics

With Family Financial Planning Emphasis

Bachelor of Science in Family Studies and Human Services

Page 222, K-State Undergraduate Catalog 2002-2004

Deletes FSHS 550 from professional studies and increases total hours for graduation from 120 to 124.

Rationale: The Board of Regents requires an additional 4 hours to be added to increase the total number of hours needed for graduation to 124.

*See pages 3 and 4 of white sheets for details.

Human Nutrition

Public Health Nutrition

Bachelor of Science in Human Nutrition

Pages 231 and 232, K-State Undergraduate catalog 2002-2004

Changes to the requirements for the degree.

*See pages 14 - 15 of white sheets for details.

Hotel, Restaurant, Institutional Management, and Dietetics

ADD:

HRIMD 441 Professional Club Management

Family and Consumer Sciences Education licensure requirements

Bachelor of Science in Human Ecology

Changes in the requirements for the degree.

*See pages 6 - 8 of white sheets for details.

General Human Ecology

Bachelor of Science in Human Ecology

Changes in the requirements for the degree.

*See pages 9 - 10 of white sheets for details.

Human Ecology and Mass Communications

Bachelor of Science in Human Ecology and Mass Communications

Changes in the requirements for the degree.

*See pages 11- 13 of white sheets for details.

2. Approve additions to graduation list:

December 2002

Alex C. Gilliland, Arts & Sciences - BS-Biology

Sharla Renee Hughes, Technology & Aviation - BS-Technology Management and the Associate of Applied Science degree in Business

Boris E. Sanjur, Master of Science

3. Approve proposed change to Section F in University Handbook **ATTACHMENT 3**

4. Approve proposed change to Open House Policy **ATTACHMENT 4**

Motion was seconded and passed.

B. Faculty Affairs Committee - Eric Maatta

Senator Maatta reported that Faculty Affairs will meet tomorrow to discuss feedback on the Interim Policy on Mediation and to allow Jerry Frieman to voice his views on the General University Caucus proposal to change the definition of General Faculty.

C. Faculty Senate Committee on University Planning - Walter Schumm

- D. Faculty Senate Committee on Technology - Beth Montelone
- VII. Old Business - none
- VIII. New Business - none
- IX. For the Good of the University
President Cochran reminded members that their caucus elections should be winding up.
- X. The meeting was adjourned at 5:15 p.m.

ATTACHMENT 1

Board of Regents Meeting 26-27 March 2003

1. Extensive discussion by several groups regarding the performance agreements issue. Progress has been made and the various sectors are coming together as to what would be the best way to approach this matter. Currently, there are six, specific ideas being discussed: (a) Increase System Efficiency/Effectiveness/Seamlessness, (b) Improve Learner Outcomes, (c) Improve Workforce Development, (d) Increase Targeted Participation/Access, (e) Increase External Resources, (f) Improve Community/Civic Engagement. The eventual result will be a mix of system-wide initiatives and those that are institution specific. General agreement that Goal A, above, would be an item that would be acceptable to all and a good starting point for more specific discussions and deliberations.
2. Report on the Core Competency Project was well received and appreciated by the BOR.
3. Board received a report from Connie Dietz, Wichita Board of Education member, relative to the Wichita Area Technical College. That situation is a complex one, which involves interest in regard to items currently under consideration by the legislature.
4. Legislative report—Individuals expressed concerned about SB 262, which could impose fees on the universities for certain financial services, including for each non-payroll check issued. Universal concern that this is contrary to the spirit of the block grant idea.
5. Motion by Regent Bond regarding whether, and how, revisions or review of university service areas might be accomplished. He requested a comprehensive review procedure.
6. Discussion regarding the request for KSU's ESARP and KU's Medical Center funding request. The regional universities wanted their own concerns heard, along with KSU's and KU's.
7. Discussion regarding policy on requests for new doctoral programs from the regional universities. This was prompted by ESU's recent request for a new doctoral program at their institution in Education.
8. Discussion regarding GTA/GRA Health Insurance contributions. COPS recommended that the employer contribution rate be increased from 50% to 75%. The BOR passed this.
9. The various student body presidents made individual reports regarding the processes involved on their campuses relative to proposed tuition increases for the next academic year.
10. Annual reports received from FHSU and WSU.

ATTACHMENT 2

Article II.1. ADD: "and the College of Technology & Aviation which is represented by four student members of four faculty members. In addition, the Dean of Student Life will appoint three student affairs staff and the Associate Provost for Diversity will appoint three students to serve on the Honor Council. The Honor Council will total 44 members."

ATTACHMENT 3

PROPOSED CHANGE TO UNIVERSITY HANDBOOK Appendix F (p. 64) Examinations

FROM:

F70 Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performances, and these courses, the last examination (last unit or comprehensive test) in a course must be given during the examination period specified by the Joint Committee on Academic Policy and Procedures and which is published in the class schedule. Once the final examination time for a course is published in the class schedule, it may be changed only with the concurrence of the Joint Committee on Academic Policy and Procedures, university provost, president of Faculty Senate, and president of the student body. No examinations other than those listed above may be given during the last five calendar days before final examinations. Classes may have take-home examinations, projects, papers, or other media in lieu of written final examinations as the last evaluation instrument in the class. In such instances, a deadline for submittal of the medium may not be earlier than the time of the end of the scheduled examination period for the course published in the class schedule. (FSM 3/20/90)

TO:

F70 Final examinations are scheduled by the Joint Committee on Academic Policy and Procedures. Once the final examination time for a course is published in the class schedule, it may be changed only with the concurrence of the Joint Committee on Academic Policy and Procedures, university provost, president of Faculty Senate, and president of the student body. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course as published in the class schedule.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination for a class (either unit or comprehensive) must be given during the final examination period published in the class schedule. No examinations (unit or final) may be scheduled during the seven calendar days prior to the start of final examinations.

Rationale

In a letter to President Wefald and Provost Coffman dated October 31, 2002, John O'Hara (Student Senate Chair) and Seth Bridge (Academic Affairs and University Relations Chair) requested that no examinations (unit or comprehensive) be given during the last seven calendar days before final examination week. They cite "the students' need to be free during the week preceding the most important week of the semester, finals week. For many students the grade that they will receive for the semester relies heavily on their performance on the final exam. We believe that it is essential to allow students the freedom to put in the necessary work that will ensure success on their final exams. " In a letter to Al Cochran and Jackie Spears dated November 7, 2002, Provost Coffman conveyed his and President Wefald's support of the change.

Effective: Fall 2003

ATTACHMENT 4

Proposed Change - Open House Policy Found in Memo Sent by Provost

FROM:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to the All-University Open House. Classes will be canceled starting at 1:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible, then instructor prerogative will determine whether classes will be canceled; this determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Faculty are encouraged to reschedule classes and laboratories that will be canceled on the afternoon of XXXXXXXX. Thank you for your support of this recruitment activity and community event.

TO:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to the All-University Open House. Classes will be canceled starting at 2:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible **or canceling sections of a multi-section course would result in the loss of an entire class day**, then instructor prerogative will determine whether classes will be canceled. This determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Faculty are encouraged to reschedule classes and laboratories that will be canceled on the afternoon of XXXXXXXX. Thank you for your support of this recruitment activity and community event.

RATIONALE:

The request for this change to the policy arose out of two concerns. First, the Standard Class Time Policy will shift some of the two-hour laboratories that meet once a week to a 12:30 PM - 2:30 PM time slot. Dismissal at 1:30 PM falls in the middle of that time slot. Second, faculty who teach sections of a multiple section class have expressed frustration with losing an entire class day because of the policy and questioned whether students actually participated in Open House preparations during the time they were released. An analysis of the classes for Spring 2003 revealed that the current policy (classes released at 1:30 PM) affected a total of 299 courses/course sections involving 9403 students. Of these, 124 sections are part of multiple section courses. Moving the dismissal time to 2:30 PM decreases the number of sections involved to 125 and involves 4932 students. That still leaves 57 sections of multiple-section courses affected, involving 2249 students directly. If faculty who teach multiple-section courses feel that they must dismiss the entire day of classes to accommodate the loss of a day for those sections meeting after 2:30 PM, then even more students are involved. Conservative estimates suggest that canceling an entire class day to accommodate Open House would affect approximately 10,000 students. Data gathered by Dr. Bosco's office suggest that approximately 1500-2000 students are involved in Open House.

Members of the Faculty Senate Academic Affairs Committee expressed strong support of Open House and the learning opportunities made available to the students. However, the data suggests that far more students are affected by the policy than actually participate in Open House. Moving the dismissal time to 2:30 PM reduces the number of students affected significantly. Giving faculty who teach multiple-section courses the option to hold class rather than lose an entire class day of instruction seems justified.