

**MINUTES**  
**Faculty Senate Executive Committee**  
**Monday, January 10, 2005 3:30 pm**  
**K-State Student Union, Room 204**

Present: Adams, Clark, Cox, Gehrt, Fairchild, Herald, Hosni, Johnston, Knapp, Rolley, Ross, Schultz, Smith, Stockham, Zabel

Absent: Griffin, Jurich, Prince, Schumm, Spears, Spikes

- I. President-elect Tom Herald called the meeting to order at 3:30 pm.
- II. The minutes of the November 29, 2004 were approved.
- III. Reports from Standing Committees
  - A. Academic Affairs Committee - Fred Fairchild
    - 1. Course and Curriculum Changes
      - a. Undergraduate Education  
Senator Fairchild moved to place Undergraduate Education changes on the Faculty Senate agenda.
        - 1. Approve undergraduate course and curriculum changes approved by the College of Human Ecology on March 8, 2004.

*School of Family Studies and Human Services*

Page 221, KSU Undergraduate Catalog, 2002-2004  
DROP:  
Family Financial Planning  
Rationale: low enrollment

- 2. Approve undergraduate course and curriculum changes approved by the College of Engineering on November 12, 2004:

*Architectural Engineering program; Construction Science and Management program*

Program policy revisions:

Effective: January 2005

Description: The policy statements added stipulate that a letter grade of C or better is required for prerequisites of courses listed in both the Pre-professional program and the Professional program. See pages 1-3 of white sheets for additional information.

*Civil Engineering:*

Curriculum changes:

Change requirement:

FROM: ENGL 200 Expo. Writing II\* or Option Elective\*\*\* TO: Option Elective\*\*\*

Rationale: Brings CE curriculum in line with other engineering curricula.

Civil Engineering Construction Option Changes. See page 4 of white sheets for details and rationale.

Curriculum for Bachelor of Science in Civil Engineering.

Changes to curriculum. See pages 5-6 of white sheets for details.

*Computing and Information Sciences*

Course Changes:

CIS 190 Undergraduate Seminar in Computing and Information

CIS 208 C Language Laboratory to: CIS 308 C/C++ Language Laboratory  
CIS 450 Computer Architecture and Organization  
CIS 520 Operating Systems I  
CIS 540 Software Engineering Project I

Curriculum Changes:

Information Systems Curriculum

Add CIS 308 to the curriculum. See page 11 of white sheets for details.

Computer Science Curriculum

Add CIS 308 to the curriculum. See page 11 of white sheets for details.

Changes in Curriculum in Computing and Information Sciences, Bachelor of Science in Information Systems. See pages 12-13 of white sheets for details.

Changes in Curriculum in Computing and Information Sciences, Bachelor of Science in Computer Science. See pages 14-15 of white sheets for details.

*General Engineering*

Course Changes:

Add DEN 130 Careers in Sciences and Engineering

Change DEN 275 Introduction to Personal and Professional Development to: DEN 325

Change DEN 300 Update course description to reflect changes in course content and actual semester course schedule.

*Electrical and Computer Engineering*

Course Changes:

Add EECE 015 New Student Assembly. See page 18 of white sheets for details.

Changes in curriculum in Electrical Engineering:

Add EECE -015 New Student Assembly. See page 19 of white sheets for details.

Changes in curriculum in Computer Engineering

Add EECE 015 New Student Assembly. See page 19 of white sheets for details.

Changes in curriculum in Electrical and Computer Engineering, Bachelor of Science in Electrical Engineering. See pages 20-21 of white sheets for details.

Changes in curriculum in Electrical and Computer Engineering, Bachelor of Science in Computer Engineering. See pages 22-23 of white sheets for details.

*Industrial and Manufacturing Systems Engineering*

DROP Minor in Ergonomics

DROP Minor in Operations Research

DROP Minor in Engineering Management

Changes in curriculum in Industrial and Manufacturing Systems Engineering, Master of Science - Industrial Engineering. See pages 27, & 31-32 of white sheets for details.

Changes in curriculum in Industrial and Manufacturing Systems Engineering, Master of Science - Engineering Management. See pages 27, & 33-34 of white sheets for details.

Changes in curriculum in Industrial and Manufacturing Systems Engineering, Master of Science - Operations Research. See pages 27-28 & 35-36 of white sheets for details.

New curriculum\*\*\*Concurrent BS/MS Industrial Engineering Degrees. See pages 28-30 of white sheets for details.

*Mechanical & Nuclear Engineering*

Course Changes:

ME 400 Computer Applications in Mechanical Engineering

ME 512 Dynamics

ME 513 Thermodynamics I

ME 523 Thermodynamics II

ME 533 Machine Design I

ME 563 Machine Design II

ME 570 Control of Mechanical Systems I

NE 512 Principles of Radiation Detection to: NE 612 Principles of Radiation Detection

DROP NE 500 Applied Engineering Analysis

Changes in curriculum for Bachelor of Science in Mechanical Engineering. See pages 41-42 of white pages for details.

3. Approve undergraduate course and curriculum changes approved by the College of Business and Administration on November 15, 2004.

*Department of Marketing*

Course Changes:

Move MKTG 542. Professional Selling and Sales Management from Major Field Elective to Major Field Requirement.

Replace Major Field Requirements (12hrs) with Major Field Requirements (15hrs). See pages 2-3 of white sheets for details.

Decrease Unrestricted Electives (6hrs) with Unrestricted Electives (3hrs). See pages 2-3 of white sheets for details.

4. Approve undergraduate course and curriculum changes approved by the College of Technology and Aviation on November 30, 2004.

*Department of Arts, Sciences, and Business*

DROP:

BUS 121 Human Relations in Organizations

COT 205 Photography

Math 015 Beginning Algebra

GIS 150 Introduction to GIS

GIS 250 Photogrammetry

GIS 252 Internship

GIS 300 Problems in GIS

GIS 350 Advanced Issues in GIS

GIS 355 Projects in GIS

GIS 451 Georeferencing

\*See page 1 of white sheets for rationale.

COURSE CHANGES:

AVM 352 Powerplant Overhaul (3) II

ET 020 Engineering Technology Seminar To: ETA 020 Engineering Technology Seminar. \*See page 3 of white sheets for details.

Motion carried.

b. Graduate Education

Senator Fairchild moved to place Graduate Education changes on the Faculty Senate agenda.

1. Approve graduate course and curriculum changes approved by Graduate Council December 7, 2004:

CHANGES:

AT 650 Apparel and Textiles Study Tour  
AT 880 Physical Analysis of Textiles  
EDCIP 720 ESL./Dual Language Methods  
EDCIP 731 ESL/Dual Language Linguistics  
EDCIP 740 Curriculum Materials for Dual Language Learners  
EDCIP 742 ESL/Dual Language Assessment  
EDCIP 745 ESL/Dual Language Elementary Practicum  
EDCIP 746 ESL/Dual Language Secondary Practicum  
EDEL 775 Readings in Elementary Education  
EDEL 786 Topics in Elementary Education  
EDEL 817 Reading Comprehension  
EDEL 825 Creative Language Expression in the Elementary School  
EDEL 845 Advanced Elementary School Reading  
EDEL 899 Master's Thesis  
FREN 718 The French Novel  
GRSC 737 Baking Science II  
ID 600 Interior Design Study Tour  
ID 645 Senior Interior Design Studio II  
ID 651 Designing Supportive Environments  
ID 660 Advanced Kitchen and Bath Design  
RRES 635 Methods of Environmental Interpretation

DROP:

AT 620 Textile Yarn and Fabrics  
AT 730 Textile Conservation  
AT 740 Apparel and Textile Self-Employment Strategies  
AT 746 Textile Dyeing and Printing  
AT 747 Textile Finishes  
AT 775 Experimental Textiles  
AT 825 Advanced Study in History of Apparel and Textiles  
AT 841 Polymer Science  
AT 865 Historic Costume and Textile Collection Management  
AT 885 Chemical, Optical, and Spectroscopic Analysis of Textiles  
AT 898 Master's Report  
EDEL 600 Reading with Practicum  
EDEL 849 Directed Professional Development/Elementary  
PLPTH 800 Advanced Plant Physiology I  
RRES 675 Dimensions of Recreational Behavior  
RES 699 Parks and Recreation Administration II

ADD:

AT 720 Professional Advancement in Merchandising  
AT 735 Promotional Strategies in Merchandising  
AT 750 New Development in Textiles  
AT 800 Textile Surface Design  
AT 810 International Merchandise Management  
AT 815 Financial Merchandising Implications  
PHILO 646 Philosophy of Physics  
PHILO 647 Philosophy of Biology  
PHILO 648 Philosophy and the Origins of Ancient Science  
PLPTH 916 Chromosome and Genome Laboratory  
RRES 690 Parks and Recreation Administration

Motion carried.

c. General Education

1. Senator Fairchild moved to place approval of catalogue description changes to the following on the Faculty Senate agenda:
  - SPAN 161 Spanish I
  - SPAN 162 Spanish II
  - SPAN 261 Spanish III
  - SPAN 263 Spanish IV - Course number changed to SPAN 361 Spanish IV
  - BIOCH 110 Biochemistry and Society

Motion carried.

2. Approve proposal for optional UGE equivalent - **ATTACHMENT 1**  
Senator Fairchild moved to place the approval of the proposal on the Faculty Senate agenda.

Motion carried.

2. Approve graduation list and additions to graduation lists:
  - a. Senator Fairchild moved to place approval of addition to graduation list on the Faculty Senate agenda.  
December 1999  
Michelle Dawn Carney - Human Ecology, BS in Interior Design

Motion carried.

B. Faculty Affairs Committee - Roger Adams

Senator Adams expressed thanks to Shing Chang for serving for Gary Clarke on the Faculty Affairs committee for the Fall 2004 semester.

Senator Zabel inquired when Faculty Affairs plans to address the Compensation Task Force recommendations. Senator Adams reported that the committee has not yet received the recommendations.

C. Faculty Senate Committee on University Planning - Walter Schumm

No report.

D. Faculty Senate Committee on Technology - Tweed Ross

1. White Paper – Use of Electronic Devices in Classrooms (<http://www.k-state.edu/facsen/policies/index.htm>)  
Senator Ross reported that the committee completed their white paper on the Use of Electronic Devices. This does not require Faculty Senate action.

2. Resolution on University Portal – **ATTACHMENT 2**

Senator Ross discussed the committee's resolution. The executive committee discussed whether or not the implementation of a University Portal was a high priority for the university. There is concern that the passage of this resolution will send a message to the administration that the portal is a high priority and that there needs to be a debate on the relative priority of the portal versus other university priorities. Senator Zabel suggested that a rough idea of the cost of such a project would be helpful in the discussion. Senator Schultz suggested that a short history of the progress to date on the portal project would be in order. Senator Fairchild moved to table the resolution and find more information on cost, funding, and timeline of the portal project. Senator Cox seconded the motion. Motion carried.

IV. Announcements

A. Faculty Senate Leadership Council - **ATTACHMENT 3**

President-elect Herald discussed the Faculty Senate Leadership Council report. In the Legislative Forum, Senator Reitz had recommended that the best approach to have your voice heard is to meet one on one with your legislator. Senator Hosni mentioned that the Legislative Forum was very successful and thanked President-elect Herald for his organization of the forum. When discussing Student Behavior, Senator Hosni suggested a discussion with the deans about the policies that are already in place for the university and within each college.

Senator Smith also mentioned the “Principles of Community” document and how it addresses behavior issues. Leadership may discuss with President’s staff. Senator Hosni suggested that President Spears’ report be clarified that the promotion increases are based on the average AAUP faculty salary. Senator Adams reported that the Dean’s Council had a mixed reaction to the proposals from the Compensation Task Force. Senator Adams also mentioned that the Dean’s Council discussed the targeted salary enhancements and whether or not recipients this year could receive another targeted increase. Senator Zabel said that the task force wanted to leave this open to the Dean’s discretion again for next year. President-elect Herald announced that university administration responded to the Performance Audit Report with a letter to the BOR. When the response letter is available it will be posted on the Faculty Senate web page.

B. Kansas Board of Regents Meeting - **ATTACHMENT 4**

President-elect Herald said that K-State was approved for \$2.7 million of funds for rehabilitation and repair projects by the Board of Regents for FY 2006. Senator Cox pointed out that COCAO approved a change to the Spoken English Language Competency policy to require a student to be a part of the interview panel for selection of new graduate teaching and faculty members.

C. Report from Student Senate – no report

D. Other

1. Change to electronic-only transmission of Faculty Senate agendas and minutes.

President-elect Herald announced that 50% of the Faculty Senate budget is used for copying of Faculty Senate agendas and minutes. He suggested that we would discontinue printing of agendas and minutes that are then distributed via campus mail and instead they would be made available on the website. President-elect Herald requested that senators discuss this proposed change with each caucus and provide feedback.

V. Old Business

President-elect Herald announced that Phil Anderson will be at the Faculty Senate meeting to discuss these proposed changes to the Honor System.

1. Proposed Change to Honor System Constitution – **ATTACHMENT 5**

Senator Fairchild moved to place the Proposed Change to Honor System Constitution on the Faculty Senate agenda. Motion was seconded and carried.

2. Proposed Change to Honor System Bylaws – **ATTACHMENT 6**

Senator Hosni moved to place the Proposed Change to Honor System Bylaws on the agenda. Motion was seconded and carried.

VI. New Business - none

VII. For the Good of the University - none

VIII. Meeting was adjourned at 5:10 p.m.

**ATTACHMENT 1**



Center for the Advancement  
of Teaching and Learning  
215 Fairchild Hall  
Manhattan, KS 66506-1101  
785-532-7828

University General  
Education Council

December 14, 2004

To: Fred Fairchild, Chair, Academic Affairs Committee  
From: Reginald Pittman, Chair, University General Education Council *Rp*  
Re: Option to Modify UGE College Requirements  
Cc: Jan Wissman, Chair, ICCP

Via e-mail vote, the UGE Council accepts the revisions in language suggested by the Provost Designate for UGE and endorses the decision to forward the proposal to the Executive Committee. A clean copy of the revised proposal is attached.

To review for the Academic Affairs Committee and the Executive Council:

Last December the UGE Procedures Committee, appointed by Provost Coffman and Faculty Senate President Zabel, submitted a set of recommendations proposed to enhance or improve the current UGE policies and procedures. Recommendation F dealt with the possible revision of College UGE Program Requirements to include upper-division courses and experiences specifically designed for majors.

The UGE Council invited Dr. Linda Brigham, head of the Department of English, to attend one of our meetings to discuss the potential and the ramifications of the writing section of the proposal. We also considered input from ICCP, the Inter-College Coordination Panel. After much discussion, the UGE Council elected to submit the following proposal to the Faculty Senate Academic Affairs Committee.

**Council Members**

Reginald Pittman, Chair  
pittman@ksu.edu  
532-3826  
Marvin Willyard  
Sheri Smith  
Chip Winslow  
Lisa Harrington  
Peter Mudrack  
Dale Shipp  
James Goddard  
John Schlup  
Bronwyn Fees  
Patrick Pesci  
Kaleen Knopp  
Mike Wilson

December 14, 2004

**Proposal:**

All undergraduate colleges of the University will have the option to modify their respective College University General Education (UGE) Program Requirements to designate selected upper-division major-specific courses or experiences as UGE equivalent. These courses and experiences would be subject to the approval process of the UGE Council to ensure continuity with existing UGE criteria. The courses or experiences must incorporate the three UGE benchmarks and significant advanced writing experience for students.

----- **Optional UGE Equivalent: To be considered for approval by each College** -----

The College of \_\_\_\_\_ will allow undergraduates to include as part of their UGE program requirements a maximum of three (3) credit hours from designated upper-division courses or experiences that have been approved as UGE equivalent. Such upper-division courses or experiences will be specifically designed for majors, and incorporate the three UGE benchmarks (see "A" below) and significant advanced writing experience (see "B" below).

**A. The three (3) UGE benchmarks:**

- An active learning environment
- Experiential context for the matter to be studied
- The opportunity for students to seek connections across knowledge/disciplines

**B. Significant Advanced Writing Experience**

The goal is to provide intense frequent writing experiences for students, comparable to the writing norm for the discipline or the profession. Target audiences could include professionals, peers, and/or clients. Students will be given adequate feedback, written and/or oral, on content and expression. Following feedback, students must be given opportunities to apply the feedback as part of a comprehensive process, either in revision of original writing or in subsequent writing components.

***NOTE:*** Colleges that institute the option above must forward changes in their respective College UGE Program Requirements to the UGE Council. The UGE Council must approve upper-division courses and experiences to be designated as UGE equivalent.



**ATTACHMENT 2**  
**RESOLUTION**

**A Resolution of the Kansas State University Faculty Senate Urging Administration to Secure Dedicated Funding for the Development of a Comprehensive University Enterprise Portal**

WHEREAS Portal Technology has become and is becoming a prominent feature of major university information technology access, AND

WHEREAS Portal Technology provides a secure, single point of entry, allowing specific organization and community information access through authenticated websites, AND

WHEREAS Kansas State University has engaged in significant information technology developments that serve as precursors to the development of comprehensive portal technology, AND

WHEREAS the Higher Priority Action Items of the Updated Strategic Planning Committee 2001 Report specifically notes that "...a Portal system and authorization system are under way." AND

WHEREAS portal technologies provide significant advantages to the teaching, service and research mission of the university for both students and faculty, AND

WHEREAS a comprehensive portal will provide information for faculty and students in a timely manner, centralized with relevant information in one page, and customized links each time a K-Stater visits the portal, AND

WHEREAS seventy percent of college-bound high school juniors begin their college search via the web and web-based visual tours are second only to actual campus tours in luring students to a specific campus; (Wall Street Journal, 10/30/02), AND

WHEREAS K-State Faculty and the Faculty-Senate would benefit from access to a secure course approval workflow process and other faculty centered activities;

NOW THEREFORE BE IT RESOLVED BY THE FACULTY SENATE OF KANSAS STATE UNIVESITY THAT;

Central Administration is urged to secure dedicated funding for the development of a comprehensive university portal sufficient to provide single sign-on authenticated and authorized access to ALL the university information resources in ways that will enhance the teaching, service and research needs of the faculty and students, AND BE IT FURTHER RESOLVED THAT

Central Administration ensure that the Kansas State University community be adequately supported in the use of this new portal technology in ways that will enhance their access to university resources such as, but not limited to:

- Kansas State Libraries
- KATS
- Class Management Systems
- LASER
- University Accounting
- Financial Aid
- Other such information resources as faculty, students and administrative personnel, prospective students and other members of the university community require to enhance their professional responsibilities for teaching research, service, and administration.

Passed /date/

Jackie Spears, President, Kansas State University Faculty Senate.

**ATTACHMENT 3**  
**Faculty Senate Leadership Council Report**  
**December 2004**  
**(Selected Items of Interest)**

*KU Proposal for Selective Admissions*

As part of its NCA self-study, the University of Kansas has proposed exploring the possibility of increasing its admission requirements beyond those specified in the BOR Selective Admissions policy. No campus-wide discussion has occurred. Any change in admission policies would have to be approved by the BOR.

*Legislative Forum*

A Legislative Forum sponsored jointly by Faculty Senate and Classified Senate was held on Friday, December 17. Senator-Elect Reitz and Representative Carlin were both available for questions. The session was divided into two time periods, one focused on issues important to faculty/unclassified professionals and a second focused on issues relevant to classified staff. Approximately 35-40 individuals attended each session. Senator-Elect Reitz has asked the two senates to sponsor a second forum in late February.

*Kansas Saves*

A ten-week program on money management, developed jointly by Faculty Senate and Classified Senate, will be made available to classified staff members beginning January 10. Dr. Ester Maddux, Family Studies and Human Services, is providing the design and instruction for the program.

*Performance Agreement/International Programs*

Both these issues have been referred to FSCOUP. The first focuses on the development of a process by which faculty can be involved in developing the performance agreements negotiated with the Board of Regents. The second will examine international programs at peer institutions, exploring the administrative charges connected with Study Abroad. FSCOUP will also examine whether fund-raising for scholarships may compete with department efforts during Telefund.

*Student Behavior*

Several incidents have raised concerns with the extent to which faculty and graduate teaching assistants are aware of rules governing appropriate student behavior in the classroom as well as strategies for dealing with students whose behavior is not appropriate. It was recommended that a Faculty Affairs and Academic Affairs appoint a joint committee to explore the issue.

*Pick-A-Prof*

An examination of this web-site shows that grade distributions are available. About five years ago, this organization requested grade distributions by professor as part of the Freedom of Information Act. This report, which until that point had been produced each semester, was released. The decision was then made to stop producing the report. Since that time, no information has been released. The use of Pick-A-Prof is being discussed by Academic Affairs.

*Compensation Taskforce*

The Taskforce has forwarded two recommendations to Faculty Affairs. The first is to increase the size of salary increments tied to promotion from Assistant to Associate Professor (from 5% to 8%) and from Associate Professor to Professor (from 7.5% to 11%). The second is to explore creating a faculty rank above Professor.

*Performance Audit Report*

This report was released on December 13, 2004 and discussed in some detail at the December Board of Regents meeting. Through a comparison of data from Spring 1985 and Fall 2003 gathered from the Departments of English, Mathematics, and Political Science and College of Business and College of Education, the report drew a number of conclusions that have been picked up by the press. The first is that over this time period, faculty salaries increases have exceeded the inflation rate, ranging from 8% to 41% above the inflation rate, depending on the academic unit. A review of teaching loads led to the conclusion that teaching loads haven't changed much since 1985, but the number of hours faculty spend teaching and the number of students they taught were lower. Other analyses examined the use of graduate students to teach classes, graduate student salaries, and the policy on spoken English competency. A response pointing out the inappropriate comparisons made by the audit was forwarded to the BOR.

**ATTACHMENT 4**  
**Board of Regents Report**  
**December 15-16, 2004**  
**(Selected Items of Interest)**

*SCOCAO/COCAO*

Concurrent Enrollment: The policy that was endorsed is intended to apply only to college-level courses taught by high school teachers to high school students in a high school environment. Elements of the policy include: (1) instructors must have a masters degree including 18 credit hours in the discipline or use the final exam scored with the same rubric used for an on-campus course, (2) students must have an acceptable score on a standardized test chosen by the credit-granting institution, and (3) only 24 semester credit hours of concurrent enrollment courses can be accepted by the postsecondary institution. A final draft of the policy will be reviewed at the January SCOCAO meeting and then forwarded to the SCOP in February. Students' use of concurrent enrollment will be tracked through the Regents' Postsecondary Database. Faculty credentials will be added to this database in 2006.

COCOA approved new degree programs for the University of Kansas (B.S. degrees in Information Systems, Management, and Marketing) KUMC (Ph.D in Health Policy and Management), Wichita State University (B.A. in Athletic Training). and Pittsburg State University (B.A. in Music). COCOA also approved changes to the wording of the policy on Spoken English Language Competency. The change requires that the interview panel convened to assess spoken English competency of non-native speakers among new graduate students and faculty members must include at least one student.

**BOR: Items Passed Under Consent Agenda**

Approved degree granting for Laura and Alvin Siegal College of Judaic Studies. Approved M.S. in Clinical Psychology at Emporia State University and First Professional Degree in Physical Therapy at Wichita State University.

**BOR: Items Considered Under Discussion Agenda**

The ACCESS US proposal was approved, specifying additional marketing efforts, the development of learning modules on basic computer and internet skills, and allowing ITV and Telenet courses to be considered eligible and comparable to face-to-face courses for blended offerings. In addition, \$100,000 will be set aside for scholarships (70%) and marketing (30%).

Housing fee adjustments submitted by the State Universities were approved. Increases ranged from 3.5 % at Wichita State University to 7.0% at Emporia State University. KSU requested an increase of 5.0%. BOR also approved the allocation of funds for rehabilitation and repair projects. KSU received a total of \$5.67 M covering 18 specific projects.

**OTHER:**

Prior to the BOR meeting, the BOR met with the System Council of Presidents to discuss use of the NORED report. President Robinson recommended that the document be used as the basis for the development of a long-range plan for higher education. The COP recommended that the first three recommendations (all related to establishing financial goals that include a negotiated state allocation) be endorsed and then the remaining recommendations be considered within the framework of four categories: (1) coordination roles, (2) facilities funding, (3) financial aid, and (4) comparison data.

At the end of the BOR meeting there was considerable discussion surrounding the Legislative Post Audit Report entitled "Faculty Teaching Loads at Kansas Universities: A K-GOAL Audit of the Board of Regents." The report is available at [www.kslegislature.org/postaudit/](http://www.kslegislature.org/postaudit/). The BOR has decided to submit a response to the audit, elements of which misrepresented faculty loads.

**ATTACHMENT 5**  
**Kansas State University Honor System**

**Constitution Change**

In the Constitution, in Article I. #2, it should read: *To initiate the adjudication process and protect the due process rights of those involved*, all members of the academic community, both students and faculty, ~~are urged~~ ~~to~~ report violations of the Honor Pledge *to the Honor System Director*.

**ATTACHMENT 6**  
**HONOR SYSTEM BYLAWS**

**ARTICLE I. RESPONSIBILITIES**

1. To administrate the Kansas State University Honor System.

**ARTICLE II. REPORTING HONOR PLEDGE VIOLATIONS**

1. Faculty and students report violations of the Honor Pledge to the Honor System Director by filling out the Honor System Violation Report form available at <http://www.ksu.edu/honor>.
2. *If the Reporter is a faculty member, a meeting with the Alleged Violator could result in the issue being satisfactorily resolved prior to proceeding through the adjudication process.*
2. 3. The Director notifies the Alleged Violator(s) of the allegation and of the right to review the Violation Report and of the right to contest the allegation. *If appropriate or warranted, the Director or Associate Director arranges a meeting between the faculty member Reporter and the Alleged Violator to resolve the issue prior to proceeding through the adjudication process.* The Associate Director appoints a member of the *Honor Council or the Honesty & Integrity Peer Educators (HIPE)* to serve as an Advisor to the Alleged Violator during the adjudication process.
3. 4. The Director moves the adjudication process to the Investigation stage when requested by the Violation Report or when the allegation is contested.

**ARTICLE III. INVESTIGATING HONOR PLEDGE VIOLATIONS**

1. When an Honor Pledge violation has proceeded to the investigation stage, the Director appoints two members of the Honor Council (one faculty and one student) to serve as Case Investigators. If the Alleged Violator is a graduate student, the student Case Investigator is a graduate student and the faculty Case Investigator is on graduate faculty.
2. The Director arranges a meeting between the Reporter and the Case Investigators to review the Violation Report and other relevant information to determine if it appears an Honor Pledge violation has occurred.
3. The Director arranges a meeting between the Case Investigators and any witness(es) (if relevant) in continuing the investigation.
4. The Director arranges a meeting between the Case Investigators and the Alleged Violator to determine whether the allegation appears to have merit.
5. The Case Investigators write a report to the Director which concludes whether there IS or IS NOT sufficient information to proceed to a hearing.
6. If the Case Investigators conclude that there IS NOT sufficient information to proceed to a hearing, the Director notifies the Alleged Violator and the Reporter.
7. The *student* Reporter may withdraw ~~the allegation~~ *from adjudication participation* at any time during the investigation process. *If that occurs, the Director decides whether the case should proceed to a hearing. The faculty member Reporter may withdraw the allegation at any time during the investigation process which would usually result in the case being terminated.*
7. 8. If the Case Investigators conclude that there IS sufficient information to proceed to a hearing, the Director informs the Alleged Violator and the Reporter and appoints an Honor Council Hearing Panel.

**ARTICLE IV. HEARING PANELS**

1. Membership

- a. The Honor System Director appoints the hearing panel and chair from the membership of the Honor Council.
- b. Each panel has six members: five voting members and one non-voting chair.
- c. The Director appoints the chair, alternating between a faculty member and a student member of the Honor Council.
- d. Voting membership of hearing panels consists of three students and two faculty.
- e. If the Alleged Violator is a graduate student, student members of the Hearing Panel are graduate students and faculty members are on graduate faculty.

## 2. Procedures for Hearing Panels

- a. Formal rules of evidence are not applied in hearing panels.
- b. The Hearing Panel Chair accepts for consideration all information that reasonable persons would accept as having probative value during hearing panel proceedings.

## 3. Conducting Hearing Panels

- a. Hearing Panels are normally convened within ten class days of the conclusion of the investigation.
- b. Those notified of the date, time, and place of the hearing are the Alleged Violator and the HIPE Advisor, the Reporter, the Case Investigators and any Witnesses.
- c. Students accused of a breach of the Honor Pledge defend themselves.
- d. Right of counsel is limited to an advisory capacity.
- e. Failure by the Alleged Violator to appear before the Hearing Panel neither halts nor interrupts the proceedings.
- f. Character witnesses and personal references are not permitted.
- g. The Hearing Panel Chair conducts the hearing according to established procedure.
- h. Majority vote determines whether the Hearing Panel finds that a breach of the Honor Pledge occurred.
- i. Honor Pledge violation cases requiring a hearing panel during the summer and inter-sessions may be tabled by the Director until the beginning of the subsequent fall or spring semester.

## ARTICLE V. SANCTIONS

1. If an Honor Council hearing panel determines that a violation of the Honor Pledge occurred, it imposes or upholds the appropriate sanction and informs the Director. The Director then notifies in writing the Alleged Violator, the Reporter, the department Head or Chair, and (in the event the sanction is an XF) the respective dean(s) of the Hearing Panel decision. *If the Reporter is other than a faculty member, that person is only informed that the issue has been resolved.* If the Honor Council hearing panel determines that no violation of the Honor Pledge occurred, the Chair reports that outcome to the Director who notifies the previously named parties.

2. The standard sanction for an Honor Pledge violation shall be the assignment of an XF on the student's transcript. The XF grade denotes failure in the course due to academic dishonesty-- an Honor Pledge violation. The XF grade is changed to an F on the student's transcript upon completion of the Academic Integrity course, described at the Honor System web site <http://www.ksu.edu/honor>.

3. The Hearing Panel may deviate from the XF grade sanction and consider any of the following sanctions for violations of the Honor Pledge:

- a. A failing grade for the test or other academic work.
- b. A requirement to complete the Academic Integrity course prior to receiving a final grade in the class where the Honor Pledge occurred.
- c. Suspension from the University.
- d. Expulsion from the University.
- e. Other appropriate educational sanction such as community service.

## ARTICLE VI. APPEALS

1. Appeals are to be based on substantial new information or procedural irregularities.
2. Appeals based on substantial new information must be presented to the Director within one year from the date of an Honor Council hearing panel decision.

3. Appeals based on procedural irregularities must be presented to the Director within 15 days of an Honor Council hearing panel decision.
4. The Director determines whether an appeal based on substantial new information or procedural irregularities has merit. If the appeal has merit, the Director appoints new Case Investigators and the adjudication process is repeated with a new Honor Council hearing panel.

#### ARTICLE VII. ANNUAL REVIEW

1. The Director and Associate Director annually review the Honor System Constitution and By-Laws adjudication procedures and when appropriate, present amendments to the Honor Council for consideration and approval.
2. The Honor System Director and Associate Director prepare an annual report of the previous year's Honor System activities at the beginning of fall semester and present it to the Provost, Faculty Senate, Student Senate, Graduate Student Council and Graduate Council.
3. The Honor Council Chair annually initiates and organizes the Honor Council's evaluation of the job performance of the Director and Associate Director and forwards that evaluation and recommendation to the Provost at the conclusion of spring semester.

#### ARTICLE VIII. REMOVAL FROM HONOR COUNCIL

1. The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership.
2. The Honor Council may recommend that the Provost remove the Director or Associate Director on the grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership.

#### ARTICLE IX. CONFLICT OF INTEREST

1. Members of the Honor Council involved in the adjudication procedures of a case, will immediately notify the Director of any conflicts of interest.