

**MINUTES**  
**Faculty Senate Executive Committee**  
**Monday, August 29, 2011 3:30 pm**  
**Union Room 213**

**Present:** Anderson, Baillargeon, Bennett, Bloodgood, Cauble, Clark, Condia, Hornsby, Hughey, Keen, Kellett, King, Knopp, Moser, Rauth, Rintoul, Sump, Van Horn, Vontz,

**Proxies:** Young

**Visitors:** David Allen, Rebecca Gould, Roberta Maldonado-Franzen, and Cheryl Strecker

**Parliamentarian:** W. Frank Spikes

1. President Vontz called the meeting to order at 3:33 p.m.
2. Approval of May 23, 2011 Executive Committee minutes  
Senator Rauth moved to approve the minutes of the May 23, 2011 Faculty Senate Executive Committee meeting. The motion was seconded and carried.
3. Dispute Resolution reports
  - A. Affirmative Action report, Roberta Maldonado-Franzen – **Attachment 1**  
Ms. Maldonado-Franzen gave a summary of the Affirmative Action report for the October 1, 2010 through September 30, 2011 period. A significant increase was experienced in the Advice, Consultation and Referral area. Informal contacts are basically inquiries. Formal complaints go through the entire review process. PPM Chapter 3010, Policy Prohibiting Discrimination, Harassment, and Sexual Violence, and Procedure for Reviewing Complaints, was updated to include sexual violence. This policy update was generated through collaboration between Student Life and the Affirmative Action Office. The policy will be reviewed at the end of the year after it has had an opportunity to be utilized by the system. General Counsel, Cheryl Strecker, explained why this policy was placed under the discrimination policy. Senator Hughey asked if the policy would also be posted to the student handbook. The policy's home is the Policy and Procedure Manual. Other resources that refer to policy should be updated to provide the link.
  - B. Grievance Chair report, Todd Goodson – **Attachment 2**  
Mr. Goodson was not available to give a report.
  - C. Mediation Services report – **No report available this year**
  - D. Ombudsperson report, Rebecca Gould – **Attachment 3**  
Dr. Gould reported that the university ombudspersons worked with 47 consultees between June 30, 2010 and July 1, 2011. The most common complaint was workplace climate followed by annual evaluation. A recommendation from the ombudspersons for Faculty Senate is to adjust the grievance timeframe because it is difficult to coordinate schedules and hold meetings within 30 days. Other recommendations include better communication and information provided regarding assistance with teaching and instruction within the classroom and that termination of access to electronic resources by removing eID/password access should be used sparingly. Dr. Kelli Cox and Dr. Gould attended new ombudsperson training. Dr. Gould reported that the training was excellent and they are integrating what they learned into K-State's ombud program. President Vontz asked how K-State compared to other university ombud programs. Dr. Gould estimated we are average with opportunities for improvement. The difference between ombud program and mediation was discussed. Outside entities are brought in for mediation and both parties have to agree to mediate. Ombudspersons work one on one with those involved in a complaint. Becky O'Donnell is in the mediation role until September 30, 2011.
4. Honor & Integrity System report – David Allen – **Attachment 4**  
Dr. Allen reported that the Honor and Integrity System processed 154 violations during the 2010-2011 year, more than any other year. Dr. Allen believes this is good and anticipates this trend will continue for a while. A sharp increase in the number of reports filed by instructors was noted. Cases are often reported that include more than one student so the number of violations differs from number of students. There is a concern that

64% of the cases involved upper classman. Repeat violators constituted 13 of the cases. This is first year the number of unauthorized collaboration complaints is larger than those for plagiarism. Following spring final exams, 52 cases were reported, 40 of which were recommended for investigation and adjudication. This is a significant drain on resources. Dr. Allen has been working with ELP and high schools to educate on plagiarism, which might be helping. Dr. Allen reported he has submitted his resignation as director of the Honor and Integrity Program effective January 2012. Senator Bennett commended Dr. Allen on his report. Seeing the trends is extremely helpful. Senator Cauble offered a suggestion about giving tips on constructing assignments that are more plagiarism proof. A question was raised regarding the number of violations occurring in face-to-face classes versus online courses. Dr. Allen reported that few reports are received regarding violations occurring through online courses.

## 5. Report from Standing Committees and Student Senate

### A. Academic Affairs Committee – Andrew Bennett

Senator Bennett reported that Academic Affairs will meet for the first time next week. Nothing will be brought forward for the Faculty Senate agenda. Candace LaBerge reported that she and others held a meeting with office personnel assisting with course and curriculum changes in order to review the process to ensure it is being followed. The meeting seemed helpful to those involved and the plan is to continue this each summer and on an individual basis, as needed, through the year.

### B. Faculty Affairs Committee – Judy Hughey/Kaleen Knopp

Senator Hughey reported that the Appendix G revisions that were requested by the Provost have been made and general counsel is reviewing them. The Provost has the University Handbook revisions made by the University Handbook and Policy committee and is reviewing them. Faculty Affairs welcomes the Provost's feedback, especially in regard to accuracy and legal compliance. The clinical faculty proposal was sent forward. There may have been some confusion on the process, which should be reviewed, because this proposal will need to go to the BoR eventually. A draft of an anti-bullying policy was submitted to the Provost's Office, who then recommended that this should be a universal policy and her office will work on it. A meeting was held with representatives across campus and significant progress is being made. Promotion and tenure documents do not address bullying.

### C. Faculty Senate Committee on Technology – Dave Rintoul

No action items will be brought forward to the Faculty Senate agenda. The textbook reporting database through Varney's does not work well and alternatives need to be identified to meet the federal mandate requirements. FSCOT will push to have it incorporated into iSIS and make it easier to use. FSCOT will meet with Jeffery Morris regarding the content management system and the disconnect between their intent and the perception of the campus community regarding its purpose. Senator Rauth reported that Jeffery Morris said a design template will be available. Fran Willbrant will report on the pilot program enabling faculty to look at grant numbers. Senator Kellett stated that another issue in the book reporting system is that Varney's is under orders; therefore, there are still students without textbooks. Senator Rintoul said that FSCOT will also be discussing how it can assist with work on K-State 2025.

### D. Faculty Senate Committee on University Planning – Bob Condia

In May, FSCOUUP worked on 2025 and will continue with this. Senator Condia has been appointed to the Master Plan Update Committee. President Schulz wants a map so that when someone is interested in donating a building, he can point to where it will go. Sr. Vice Provost Ruth Dyer would like to come to Faculty Senate. The agenda is set for the next few months. Dr. Edward Rice, Associate Vice President for Facilities, will attend the September 1, 2011 meeting to address facilities and budget. FSCOUUP will also put forward nominations for someone to serve on the City/University Funds Committee for this year.

### E. Student Senate – Natalie Rauth

Student Senate Executive Council has met twice. Record enrollment generated more privilege fee dollars. SGA will be visiting the largest student groups to find out their issues. The first Student Senate meeting will be "retreat style" so they get to know each other. President Vontz welcomed Senator Rauth to Faculty Senate.

6. Announcements

No announcements were made.

7. New Business

A. Approve the following senator replacement on Faculty Senate:

Clive Fullagar for Marcelo Sabates (2011-2014)

President Vontz moved to accept Clive Fullagar as the replacement for Marcelo Sabates for A & S. The motion was seconded and carried.

B. Approve Honor Council Faculty Nominations

Dr. Allen submitted nominations for the Honor Council. All nominations were submitted by the Deans. Senator Moser inquired about the faculty member from Vet Med who was submitted as representative for Agriculture. President Vontz moved to accept the nominations submitted. Senator Rauth seconded. Discussion regarding the balance of men and women and diversity balance occurred. Dr. Allen explained their process which is very sensitive to the individual case. Voting results were one opposed and zero abstentions. The motion carried.

C. Approve no FS meeting in January 2012

President Vontz moved that a Faculty Senate meeting not be held in January 2012. Senator Rauth seconded. No discussion. Motion carried.

8. For the Good of the University

- State of the University Address, Manhattan – Friday, September 30, 2011, 3:30 p.m., Forum Hall
- State of the University Address, Salina – Thursday, October 6, 2011, 3:30 pm, College Center Conference Room

President Vontz asked all committee chairs to explore ways in which K-State 2025 intersects the goals, themes, and work of their committee. This is simply a request; however, this could help administration set priorities. President Schulz and Provost Mason have asked to meet with Faculty Senate to discuss their ideas.

Last year, K-State 8 and tagging of courses was a concern. Those concerns were brought to the Provost who is getting ready to ask people to serve on a task force. The charge will be to revisit how classes are tagged and set up procedures to review courses that have been tagged.

Faculty Senate Leadership Council has started meeting and is going through the Constitution piece by piece. A campus wide meeting will need to be held to present these changes to the Constitution.

Senator Cauble asked how the salary increase will be handled for Salina and Olathe faculty? Additionally, how will their representation on Faculty Senate be addressed?

The Provost has talked with Faculty Senate Leadership Council about having a liaison on each of the standing committees. FSLC agreed to listen to the idea and felt that having an administrative perspective could be good. Lynn Carlin will sit on FSCOUP, Ruth Dyer on Academic Affairs, and Brian Niehoff on Faculty Affairs. Ken Stafford has been participating in on FSCOT already.

Senator Clark asked if there was any faculty involvement with the realignment of the Provost Office. President Vontz reported that Faculty Senate was not involved.

President Vontz thanked Dr. Frank Spikes for being parliamentarian again this year.

9. The meeting was adjourned at 5:20p.m.

Next meeting: Monday, September 26, 2011; 3:30 p.m., Union room 213  
Submitted by Loleta Sump, Faculty Senate Secretary