

MINUTES
Faculty Senate Executive Committee
Tuesday, January 29, 2019, 3:30 pm
Union Wildcat Chamber

Present: Auten, Barden, Barnett, Barrett, Betz, Bormann, Briggs, Crawford, Dodd, Easton, Hachiya, Hageman, Hsu, Kelly, Lindshield, Nelson, Pitts, Raine, Thomas, Wood, and Zajac

Proxies: Markham

Absent: González, Littrell, McCornack, Schermerhorn

1. President Spencer Wood called the meeting to order at 3:34 pm.
2. The November 27, 2018 Executive Committee minutes were approved as distributed.
3. Report from Standing Committees and Student Senate
 - A. Academic Affairs – Jenny Bormann/Todd Easton
 - Proposed items for consent agenda (pages 4-7) – **Includes Attachment 1 and 1a**
All items were approved to be placed on the FS consent agenda for February (This also includes some proposals that are conditional; inclusion on the Faculty Senate agenda is based on approval at the 2-5-19 AAC meeting).
 - Proposed items for discussion agenda (page 8) – **Includes Attachment 2**
All items were approved to be placed on the FS discussion agenda for February, except FNDH 321. (This also includes some proposals that are conditional; inclusion on the Faculty Senate agenda is based on approval at the 2-5-19 AAC meeting).
 - Proposed addition to UH, Section F104 – **Attachment 3**
The Academic Fresh Start policy has been in existence since 2008. However, it was not placed in the University Handbook and this rectifies that issue (there are no changes—this change only incorporates the policy into the Handbook). It was unanimously approved to add this item to the Faculty Senate Agenda.
 - Consent agenda items – proposed change procedures:
Easton outlined a possible change in procedures that would provide for allowing the Faculty Senate Executive Committee to approve moving course and curriculum items to an agenda for the regular meetings of the full senate as place holders pending action at the Academic Affairs Committee meeting that occurs in between the Exec and full Senate meetings. The purpose in proposing this change would be to speed up the approval process for those items. Based on the feedback received, Exec committee members were supportive of this if Academic Affairs chooses to move forward with this. This will be done in concert with a re-examination of the approval, routing, and notification procedures.
 - Departmentally approved course lists – Academic Affairs Committee has noticed that many departments create lists of courses that are approved for fulfilling electives within a curriculum. The accuracy of these lists has been raised as an area of concern as well as the accuracy of categories ascribed to which electives are fulfilled by particular classes (i.e., whether a class one department determines is a humanities course is really a humanities course, or earth sciences, or fine arts, etc.). Academic Affairs will have their committee members do some research into existing lists and, if needed, may develop best practices for these.
 - Continuing to work toward an updated K-State 8 tag review process and perhaps updated criteria. The co-chairs will be meeting with provost staff in the near future to discuss.
 - A new Approval, Routing, and Notification Procedures document continues to be worked on to update and to increase efficiency.

- Academic Affairs is considering developing a template and procedures for BS-MS programs that can be adapted to any majors that will allow students to earn a concurrent degree where nine hours of graduate credit would be counted as credit toward the undergraduate degree.

B. Faculty Affairs – Charlie Barden/Amy Betz

- Proposed revisions to University Handbook, Section K, General Services – **Attachment 4**
This was an overall review of the language in section K. A comment was raised about how “Manhattan-centric” the section is and that it does not apply equally to all campuses. This makes it very confusing for non-Manhattan campuses. It was requested this section be returned to the Faculty Affairs Committee for further refinement.
- They are still gathering information on representation of term faculty employees. There will be a joint meeting with the Professional Staff Affairs committee in February to discuss this further.

C. Professional Staff Affairs – Kelly Briggs/Ashely Thomas

- They will be meeting with the Faculty Affairs Committee to discuss representation for term unclassified professional employees.

D. Student Senate – Ryan Kelly

- This is Wildcat Welcome Week. They’ve had a lot of activities going on and attendance and participation by Faculty Senators was encouraged.
- February 8th is the deadline for students to submit applications for SGA positions.
- The Tuition and Fees Strategies Committee will be having its first meeting of the semester on February 5th. Dean Dawson will be presenting on the College of Engineering fees. A question was raised seeking clarification on the deadline for Engineering students to apply to serve on the college tuition committee (CTC) and the tight timeline. Kelly explained that it was necessary to allow the committee to be created in time for the February 5th meeting. Fifteen applications were received, 2 applicants withdrew, and the remaining 13 were all appointed to the committee.

E. Technology – Brian McCornack/Michael Raine

- Phishing scams: Senators were urged to please be aware of phishing scams and to communicate with faculty, staff and students in their areas about the need to be vigilant in protecting personal information and not falling prey to scammers. Examples of impacts on individual employees were shared to illustrate the importance of using caution in discerning validity of emails.
- Rob Caffey, Special Assistant to the CIO – Duo-Two Factor Authentication: this will protect personal data and reduce data breaches. It also brings the university into compliance with IT security standards. There are several options for users to set up authentication methods. ITS is starting the implementation with professional staff, then will move to faculty and then students. There will be a traveling help desk that will work with the target groups being enrolled (specific colleges or departments on their migration days). The students at the IT Help Desk are also able to assist users in getting in enrolled. Faculty and staff going abroad are encouraged to utilize the key fob to have secure access (\$25 each) while traveling, but other Duo access options are free to users.

F. University Planning – Valerie Barnett/Laurel Littrell

No report; the committee did not meet in January.

4. Announcements

- A. President Wood announced that President-elect González is the recipient of the Commerce Bank faculty award for excellence in diversity (which she was receiving at the time of the Exec meeting).

B. KBOR meeting report:

- KBOR approved a pilot project regarding the proposed change in policy allowing 45 hours from a university degree combined with the remaining hours transferred from a community college. It will sunset in four years.
- Program review policy change that we were wary about is being applied to KU and Wichita State University right now. It appears those universities were the intended targets for the new policy. They will report in June on programs that are not performing well, but a result from this process may not be known for one year.
- International Baccalaureate (IB) courses are not seen as equivalent with AP courses in Kansas, but they are recognized in neighboring states. This may be a source of losses in enrollment. KBOR is now developing a policy that will allow Kansas universities to permit IB credits similar to process for AP credits.
- Open access resources policy is being developed and has been brought forward by the student body presidents. K-State's name pops up all over the document proposing investment in open access resources and it's clear the KBOR knows we have been out front in incorporating these into our courses.

C. Guest for February 12th Faculty Senate meeting: Peter Dorhout, Vice President for Research

D. Reminder – Spring open fora dates:

- Salina – Feb. 13, 9:30 am, College Center Conference Room
- Olathe – Feb. 21, 2:30 pm, Forum Hall (Room 110)
- Manhattan – Feb. 26, 9:00 am, Alumni Center main floor

If you have questions and will not be able to have a caucus member present to ask them, please forward them on to President Wood or Candace LaBerge so they can be asked as time permits.

E. President Wood announced that the President's Award of Excellence Selection Committee has put out the call for nominations for the award for unclassified staff, which went out on January 14th. The deadline for nominations is February 15th. Senators were encouraged to spread the word and make sure excellent people get nominated and recognized.

5. Open discussion period for senators as needed:

- A proposed academic calendar was brought to exec in November and sent back to the calendar committee for discussion regarding spring break dates. Our spring break currently moves to accommodate the Board of Regents meeting, which at times, can create a lot of jockeying around with course syllabi, planning, etc. There is consideration of recommending spring break occur during a fixed time period each year (2nd week in March, for example).
- Libraries Subscriptions: Pitts announced that there will be an open forum to address concerns, answer questions, hear about subscriptions needs, etc. It will be February 12th, 11:30-12:30, in Town Hall of the Leadership Studies Building.

6. The meeting was adjourned at 5:06 pm.

Respectfully submitted by:

Suzy Auten,
Faculty Senate Secretary

Next meeting: Tuesday, February 26, 2019; 3:30 pm, Union Wildcat Chamber

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes and posthumous degree request on the February Faculty Senate consent agenda (see attachments 1 (parts 1 & 2) and 1a for supplemental information):

A. COURSE AND CURRICULUM PROPOSALS:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda>

To view the proposals in Curriculog,

First - Login to Curriculog using your K-State eID and password
<https://kstate.curriculog.com>

Second – Copy the course or curriculum agenda link listed below and “paste and go” in the browser.

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's 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:565/form>

<https://kstate.curriculog.com/agenda:570/form> *(these are the proposals for tentative approval)*

Agriculture	AGCOM - 100 - Agricultural Communications Orientation* AGCOM - 110 - Introduction to Agricultural Communications* AGEC - 735 - Sales and Marketing in the Global Animal Health Industry AGEC - 780 - Economics of the Global Animal Health Industry AGED - 490 - Undergraduate Research in Agricultural Education AGED - 630 - Exploration of Global Agricultural Education* AGRON - 302 - Agronomy International Study Tour GRSC - 100 - Foundations in Grain Science and Industry GRSC - 310 - Materials Handling GRSC - 556 - Pneumatic Conveying of Dry Solids GRSC - 580 - Milling of Specialty Grains GRSC - 655 - Feed Mill Plant Design GRSC - 850 - Grain Protein Chemistry & Technology PLPTH - 765 - Integrated Plant Disease Management
Architecture, Planning and Design	CDPLN - 700 - Foundations of Community Development CDPLN - 897 - Proposal Writing PLAN - 661 - Community Development Workshop*
Arts and Sciences	ART - 385 - Illustration I ART - 425 - Art for Elementary Schools ART - 560 - Art for the Exceptional Individual ART - 606 - Visual Art Administration & Leadership

	ECON - 730 - Applied Econometrics ECON - 881 - Topics in International Trade and Development Economics ENGL 430 – The Structure of English ENGL 476 – American English GEOL 360 – Quantitative Methods in Geoscience <i>GEOL - 625 - Introduction to Engineering Geology and Petrophysics*</i> <i>GEOL - 825 – Advanced Engineering Geology and Petrophysics*</i> HIST - 860 - Topics in International History MC 469 – Drone Photography and Video MUSIC 500 – Applied Recital PHILO 386 – Philosophy of Computer Science and Software POLSC - 250 - Environmental Political Thought: The Future of Food, Air, Water, and Soil (tabled previously) THTRE 235 – Introduction to the Art of Film THTRE - 810 - Survey of Research in Drama Therapy
Business Administration	MKTG - 561 - Sales Negotiation MKTG - 562 - Key Account Management MKTG - 563 - Cooperation Selling
Education	LEAD - 820 - Contemporary Perspectives on Leadership Theory and Practice
Engineering	ARE - 722 - Building Loads and Computer Aided Structural Analysis and Design BAE 346 – Properties of Biological Materials Laboratory - New BAE 460 – Computational & Statistical Tools for Engineers – New BAE - 645 - Bioenvironmental Reaction Engineering CC 210 – Fundamental Computer Programming Concepts – New (new prefix) CIS 351 – Cyber Defense Basics - New CIS 400 – Object-Orientated Design, Implementation, and Testing - New CIS 596 – Entrepreneurial Computer Science Project - New CIS 599 – Cybersecurity Project - New CIS - 655 - Security and Reliability of Computing Systems CIS - 855 - High Assurance Systems ECE - 872 - Therapeutic Medical Devices and Systems ENVE 101 – Introduction to Environmental Engineering – New ENVE 331 – Professional Practice for Environmental Engineering Design – New ENVE 536 – Environmental Engineering Senior Design – New IMSE - 867 - Stochastic Programming ME 400 – Computer Applications in Mechanical Engineering ME - 620 - Internal Combustion Engines
Human Ecology	<i>CNRES - 532 - Conflict Resolution across Cultures & Contexts*</i> <i>CNRES - 533 - Prevention & Intervention of Violence*</i> FNDH 355 – Rehabilitation and Exercise Modification Techniques I (NEW) FNDH 455 – Rehabilitation and Exercise Modification Techniques II (NEW)
Technology and Aviation	<i>UAS 272 – UAS Safety Fundamentals*</i>
Veterinary Medicine	CS 801 - Supplemental Small Animal General Medicine

CURRICULUM CHANGES:

<https://kstate.curriculog.com/agenda:566/form>

<https://kstate.curriculog.com/agenda:571/form> (these are the proposals for tentative approval)

Agriculture	Agricultural Communications and Journalism (B.S.) - Agriculture Option Agricultural Communications and Journalism (B.S.) - Environment Option Agricultural Education (B.S.) Agricultural Technology Management (B.S.) Agronomy (B.S.) - Business and Industry Option Agronomy (B.S.) - Consulting and Production Option Agronomy (B.S.) - Plant Science and Biotechnology Option Agronomy (B.S.) - Precision Agriculture Option Agronomy (B.S.) - Range Management Option Agronomy (B.S.) - Soil and Environmental Science Option Animal Health Management Certificate (new) Animal Sciences and Industry (B.S.) - Animal Products Option Animal Sciences and Industry (B.S.) - Bioscience/Biotechnology Option Animal Sciences and Industry (B.S.) - Business Option Animal Sciences and Industry (B.S.) - Communications & Marketing Option Animal Sciences and Industry (B.S.) - Production/Management Option Animal Sciences and Industry (B.S.) - Science/Pre-Vet Option <i>Bakery Science Minor*</i> Bakery Science and Management (B.S.)-Cereal Chemistry Option Bakery Science and Management (B.S.)-Production Management Option Cereal Chemistry Minor Feed Science and Management (B.S.)-Biofuels Production Option (discontinue) Feed Science and Management (B.S.)-Feed Production Option Food Science and Industry (B.S.) - Business and Operations Management Option Food Science and Industry (B.S.) - Science Option Food Science and Industry (B.S.) - Technology Option Grain Handling Operations Minor (discontinue) Milling Science and Management (B.S.)-Chemistry Option Milling Science and Management (B.S.)-Operations Option
Architecture, Planning and Design	Environmental Design Studies Master of Landscape Architecture (M.L.A.) (post-baccalaureate track)
Arts and Sciences	Concurrent Economics B.S./ M.B.A. (new) Intercultural Competence Certificate (new) Travel and Tourism Promotion Certificate (new) Geology B.A./B.S. Music Education (B.M.E.)
Business Administration	Concurrent Business (BS)/Data Analytics (MS) (new)
Education	<i>EDSST Social Studies Education Curriculum*</i>
Engineering	Biomedical Engineering (BME) (B.S.) Computer Engineering (CMPEN) (B.S.) Computer Science (B.S.)

	Concurrent B.S. in Computer Science and Master of Business Administration Concurrent Mechanical Engineering (B.S.) and Business Administration (MBA) (new) Electrical Engineering (EE) (B.S.) Leadership Technical Studies Certificate Program (discontinue) Mechanical Engineering (ME) (B.S.)
Human Ecology	Community Health Certificate (new) <i>Dietetics (B.S.)*</i> <i>Early Childhood Education (B.S.)*</i> Family and Community Services (M.S.) (discontinue full degree program) Family Studies and Human Services (M.S.) (new emphasis in Family and Community Services) Family and Consumer Sciences Teacher Licensure Program (B.S.) Kinesiology (B.S.)
Technology and Aviation	<i>Unmanned Aircraft Systems Minor (RUAS)*</i>
Veterinary Medicine	Food Animal Veterinary Certificate (new)

* Conditional upon approval by FS Academic Affairs at Feb. 5th meeting

B. GRADUATION LIST ADDITIONS, POSTHUMOUS DEGREE REQUEST:

Posthumous degree request: May 2019, Master of Science, Engineering, Eric Gray

ACADEMIC AFFAIRS
PROPOSED ITEMS FOR DISCUSSION AGENDA

Approve to place the following courses and new curriculum proposal on the February Faculty Senate discussion agenda:

To view full proposal, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:567/form>
(See attachment 2 for further detail)

Engineering	B.S. in Environmental Engineering (new degree program)
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To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:570/form> *(these are the proposals for tentative approval)*

Human Ecology	FNDH 321 – Medical Nomenclature and Documentation *
Technology and Aviation	COT - 689 - Cyber Ethics and Professional Responsibility *

* Conditional upon approval by FS Academic Affairs at Feb. 5th meeting.