

**MINUTES**  
**Faculty Senate Executive Committee**  
**Tuesday, April 30, 2019, 3:30 pm**  
**Union Big 12 room**

**Present:** Auten, Barnett, Barrett, Betz, Bormann, Crawford, Dodd, Easton, González, Hachiya, Hageman, Heatherman, Hsu, Littrell, Markham, Nelson, Pitts, Raine, Thomas, and Zajac

**Proxies:** Briggs

**Absent:** Barden, Lindshield, McCornack, Schermerhorn, and Wood

1. President Elect Tanya González called the meeting to order at 3:33 pm.
2. The March 26, 2019 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 5-6) – **Includes Attachment 1 and 2**

A motion was made to place the proposed items on the May Faculty Senate consent agenda, including the pending items if approved by FS AAC on May 7<sup>th</sup>. Discussion: 1) In regard to the change of minors from four courses to three, a senator queried whether there would be a sudden glut of minors being approved or retroactively awarded and if this would cause problems. Senator Bormann will find out the implications and report back. 2) It was requested that the Computer Science B.S. proposal be moved from the consent agenda to the discussion agenda due to a concern over the rationale, which suggests a principle that is contestable regarding whether their department is eligible to teach humanities or social sciences electives. Additional discussion included why there was no explanation in the impact statement describing the response (or no response) from Arts and Sciences. Motion to move the Computer Science proposal to the discussion agenda and the rest of the items to the consent agenda passed.

- Proposed revision to University Handbook, Section F83, Incomplete Grade Policy – **Attachment 3**

A motion was made to place the proposed handbook change on the May Faculty Senate agenda for approval. A change to this section was approved last May at senate and has been worked on being implemented. However, a few issues arose and it was requested that F83 be reviewed and revised. A compromise was reached with the associate deans in the colleges whereby students will now get permission from their advisors to extend the deadline for completing an incomplete and the advisors will forward the signed request to the Registrar's Office (as is currently the practice). The motion passed.

- Proposed Approving, Reviewing and Removing K-State 8 tags Policy – **Attachment 4**

Background on the proposed policy was shared. A motion was made to place the proposed policy on the May Faculty Senate agenda for first reading. Motion passed.

B. Faculty Affairs – Charlie Barden/Amy Betz

- The Importance of TEVALs video: <https://youtu.be/GXvwCYaNUzE>

Senator Betz played a video put together by SGA encouraging students to complete TEVALs in their courses. The Center for Teaching and Learning has asked faculty to share the video in their classes. One senator shared some concerns he has heard from his caucus regarding the flaws with TEVALs related to them being biased against females and against racially or ethnically underrepresented individuals. Other concerns focused on the unfair weight given to TEVAL responses in faculty

evaluations. Another senator shared two observations: 1) the video is well-done although there is no mention of the impact of the TEVALs beyond instructor improvement, such as the potential impact on promotion and tenure; and 2) completion rate on TEVALs should be examined and how incomplete evaluations impact overall scores. Another senator suggested the number of questions be reduced and that different versions of the evaluation be distributed so students have to read each question and respond accordingly (rather than just go through by rote). Another senator suggested that we have enough faculty expertise that we should be able to develop adjustments that will remove (or at least mitigate) the bias factor. It was requested that a copy of the current TEVAL form be shared so we can see what it looks like now. A senator mentioned that there is another layer outside of the actual TEVAL that is tied to students completing their TEVAL (extra credit, bringing treats, curving the final if 90% or more of the class completes the TEVAL...). The practices that revolve around TEVAL completion should also be examined at the same time we are examining the TEVAL itself. President-elect González agreed to recommend to the Teaching and Learning Center that a 15-20 second segment be added to the video that would address the issue of impact on a faculty member's tenure and promotion and evaluation outcomes. Senator Betz, based on the many thoughtful comments, agreed the TEVAL evaluation should be addressed again by Faculty Affairs as a project for the 2019-2020 year.

C. Professional Staff Affairs – Kelly Briggs/Ashley Thomas

Much time was spent at their last meeting reviewing the data from the job satisfaction survey that went out to support staff in the fall. It is hoped more information will be ready to share with senators at the upcoming meeting.

They continue to discuss with USS and Unclassified Professional Staff about representation issues and the best structure for ensuring adequate representation.

Ashley Thomas announced she will be transitioning to a new position at K-State (Assistant Director of NACADA) and will be stepping down as co-chair of the PSA Committee.

D. Student Senate – Hannah Heatherman

They will be introducing drafts of priorities for the coming session. Executive branch priorities are: food insecurity, sexual violence and prevention, whole health and general well-being, capital improvement process and inclusion of students in the process, election regulations, finding ways to fill senator vacancies (reapportioning seats from graduate students to undergraduates but keeping them in the homes where the graduate students' programs reside because it is difficult to fill graduate student slots and for them to complete their terms); deadline for college-specific fees is being moved to December 1<sup>st</sup> (from February 1<sup>st</sup>); there is a hold on departmental fees until more discussion takes place regarding differential tuition.

E. Technology – Brian McCornack/Michael Raine

• 2018 Data Access Report – **Attachment 5**

A motion was made to place the report on the May Faculty Senate agenda for receipt. Discussion: A senator queried how requests for information are handled. Hannah Manning is the university's Open Records custodian. She solicits input from General Counsel on appropriateness of the requests. Individuals whose information is being accessed are not always notified (especially in cases where illegal activity or subpoenas are involved). About 100 open records requests are received by the University each year. There is a significant cost associated with pulling the information together, redacting, and copying the information being requested. Several senators suggested that a policy should be drafted that will require informing employees when their information is being requested as long as it is not related to a criminal investigation or subpoena.

Because this affects more than just faculty it was recommend Faculty Affairs work on a policy with the assistance of representation from others affected such as professional staff, university support staff, and students.

It was noted that around May 1<sup>st</sup>, emails are being sent to 12,000 individuals who have not signed up for K-State Emergency Alerts to find out why they have not done so. These emails are legitimate and people should respond to the survey.

F. University Planning – Valerie Barnett/Laurel Littrell

They will be meeting on May 2<sup>nd</sup>. They will be having a discussion with various service center representatives, including Jeff Morris, Lori Goetsch and Joelle Pitts, about how the budget model is affecting their budgeting process. They are being encouraged to be more efficient, catalog benchmark data, and develop service level agreements and what the extra fees will be for entities that want to go beyond the standard level of service.

4. Unfinished Business

A. Proposed changes to University Calendar Committee policies and procedures – **Attachment 6**

A motion was made and seconded to place all three attachments (6-8) related to the academic calendar on the May Faculty Senate agenda for approval. This change will keep spring break during the 9<sup>th</sup> week of the spring semester to provide a clean break between sessions (for 8 week courses). Motion passed.

B. Proposed change to Academic Calendar for Fall 2020 through Spring 2022 – **Attachment 7**

Motion passed to place on May FS agenda for approval.

C. Proposed Academic Calendar for Fall 2022 through Spring 2025 – **Attachment 8**

Motion passed to place on May FS agenda for approval.

5. New Business

A. A motion was made and seconded to approve faculty senator replacements to the following caucuses:

Arts and Sciences, Shannon Skelton for Christopher Culbertson (2019-2021)  
General University, Sara Blankley for Michelle Langvardt (2019-2022)

Motion passed.

6. Announcements

A. KBOR meeting report

Faculty Senate Presidents met regarding the Open Alternative Textbook initiative and they have agreed to make this their priority for the next academic year. The Faculty Senate Presidents at the other KBOR universities conducted surveys of their faculty to ensure there is support for this initiative. K-State has been the recognized leader in this endeavor and has been recognized publicly for our efforts. Brian Lindshield has been appointed to the task force that will be working on implementation throughout the regents' system.

Parental leave policy passed KBOR and will be implemented July 1<sup>st</sup>. *Correction: it will be on their May agenda for final approval:* The only change to what was proposed was that the adoption age that qualifies for parental leave now goes up to age 6 (was originally proposed to go up to age 18).

The KBOR strategic plan is being updated. A draft plan was shared with members. Faculty who have ideas for what the goals and focus for the KBOR moving forward can be sent to President-elect Gonzalez. She will take those to the May KBOR meeting.

B. Topic for Provost visit to May Faculty Senate meeting

It was suggested that Jay Stevens be invited to attend the next meeting along with Provost Taber.

- 1) Employees K-State has lost over the years and how the budget situation has made it impossible to replace them (i.e. how many have we lost?; how many have been replaced?; how much are we down?)
- 2) Exit survey improvements

Other topics as time allows:

- 3) Budget model additional shadow year
- 4) Information on the budget figures overall

C. Faculty Senate Officer positions

President Elect González noted there are candidates for the president elect and secretary seat; however, if you have interest in serving, there is still time to consider these roles.

7. Open discussion period for senators as needed. None.

8. The meeting adjourned at 4:59 pm.

Respectfully submitted by:  
Suzy Auten,  
Faculty Senate Secretary

Next meeting: Tuesday, May 28, 2019; 3:30 pm, Union Big 12 room

**ACADEMIC AFFAIRS  
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes on the May Faculty Senate consent agenda (see also supplemental information in attachments 1 and 2 for further 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** - Go to the course or curriculum agenda as links listed below.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon

In User Tracking, change "Show current" to "Show current with markup"

View the proposal

Use the browser back button to return to the agenda and select next proposal

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

**COURSES:** <https://kstate.curriculog.com/agenda:708/form>

Agriculture	ASI - 777 - Fresh Meat Technology ENTOM - 602 - Forensic Entomology ENTOM - 860 - Insect Genetics
Architecture, Planning & Design	IAPD - 431 - Visual Communications II INDD - 310 - INDD Digital Applications INDD - 320 - INDD Design Studio II INDD - 325 - Human Factors in Industrial Design INDD - 350 - Product Semantics INDD - 440 - INDD Design Studio IV INDD - 500 - Materials and Manufacturing Processes
Arts and Sciences	AMETH - 550 - Practicing Social Justice ANTH - 364 - Archaeological Myths and Mysteries ART - 304 - Digital Illustration ART - 306 - Basic Digital Photography for Non-majors ART - 311 - Drawing II ART - 315 - Basic 3D Modeling & Printing ART - 529 - Color Printmaking Workshop MC - 478 - Entertainment and Strategic Communications POLSC - 145 - World Politics POLSC - 155 - Introduction to Political Thought
Education	EDCI - 310 - Foundations of Education EDCI - 311 - Current Issues in Education: Global Perspective EDSEC - 621 - Program Planning in Career and Technical Education EDSP - 509 - Introduction to Autism Spectrum Disorders

Engineering	CC - 310 - Data Structures and Algorithms I CC - 315 - Data Structures and Algorithms II CC - 410 - Advanced Programming CE - 212 - Elementary Surveying Engineering CIS - 415 - Ethics and Conduct for Computing Professionals CIS - 450 - Computer Architecture and Operations CIS - 531 - Introduction to Programming Techniques for Data Science and Analytics
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**CURRICULUM CHANGES:** <https://kstate.curriculog.com/agenda:709/form>

Arts and Sciences	Political Science Minor Social Work B.A./B.S.
Engineering	Computer Science (B.S.) Computer Science Certificate (new) Industrial Engineering (IE) (B.S.)
Veterinary Medicine	Master of Public Health (M.P.H.)

## B. Course and Curriculum proposals pending AAC approval on May 7<sup>th</sup>

### 1. Course proposals:

**To view full proposals, see the Curriculog Agenda:**

<https://kstate.curriculog.com/agenda:704/form>

Architecture, Planning & Design	INDD - 435 - INDD Design Studio III
Arts and Sciences	MUSIC - 248 - Songwriting MUSIC - 493 - Music Business
Education	LEAD - 200 - Foundations of Leadership in Society
Technology & Aviation	BUS - 366 - Management with Information Technology BUS - 390 - Foundations of Business Law BUS - 400 - Marketing Techniques and Applications BUS - 420 - Management Perspectives BUS - 421 - Applied Operations Management BUS - 450 - Integrated Finance BUS - 530 - Practices of Industrial and Labor Relations BUS - 531 - Strategic Human Resource Management BUS - 542 - Personal Selling and Sales Management

### 2. Curriculum proposals:

**To view full proposals, see the Curriculog Agenda:**

<https://kstate.curriculog.com/agenda:705/form>

Arts and Sciences	Minor in Music – Musical Theatre (new)
Technology & Aviation	Applied Business and Technology (TCMG) (B.S.)