

**MINUTES**  
**Faculty Senate Executive Committee**  
**Tuesday, September 28, 2021, 3:30 pm**  
**Zoom ID: 733 588 376**  
<https://ksu.zoom.us/j/733588376>

**Present:** Katy Bach, Jenny Bormann, Marcellus Caldas, Pingping Chen, Brett DePaola, Veronica Denison, Teresa Douthit, Jared Durtschi, Renee Gates, Mishelle Hay McCammant, Mo Hosni, Pat Hudgins, Judy Hughey, Pamela Kempton, Elizabeth Kiss, Mark Linville, Laurel Littrell, Monica Macfarlane, Mindy Markham, Michael Oetken, Blake Phillips, Michael Raine, Tom Schermerhorn, Martin Seay, Andy Thompson, and Don Von Bergen

**Absent:** Michael McGlynn

**Proxies:** Brett DePaola for Don Saucier

1. President Littrell called the meeting to order and played a Land Acknowledgment.
2. The August 31 Executive Committee minutes were approved as submitted.
3. Report from Standing Committees and Student Senate
  - A. Academic Affairs – Jenny Bormann/Don Von Bergen
    - Proposed consent agenda items (page 6)  
Senator Bormann moved to place the consent agenda items on the upcoming Faculty Senate agenda. The vote passed.
    - Proposed discussion agenda item (page 7)  
Senator Bormann moved to place the discussion agenda item on the upcoming Faculty Senate agenda. Motion carried.

Senator Bormann stated the work is continuing on revisions to the interdisciplinary program approval process. They are waiting on feedback from the registrar's office before moving forward. They and Faculty Affairs will review and possibly vote on proposed revisions to the handbook language for the academic forgiveness and fresh start policy. A subcommittee has been developed that will be tasked with reviewing the posthumous degree policy and how it's applied across the university. The hope is to have it consistently utilized across colleges when a student death occurs. They are also working on revisions to the undergraduate academic certificate policy.

There were some questions and comments raised regarding the review of the posthumous degree policy. The policy itself is very brief, but it seems the behind-the-scenes procedures may not be evenly applied across different colleges and so there is not so much a revision to the policy as much as a description of best practices, to assure that colleges are applying the policy fairly to everyone. It was inquired if perhaps while under review, we should not grant any posthumous degrees. However, it was noted that when a policy is under review, we operate within the current policy until a change takes place. The question on posthumous degrees comes up every few years and the value of the posthumous degree is something that we can further discuss. It is valuable to a parent and/or family when something so tragic occurs and if we can do something such as this to aid in the healing process it is certainly important. It was commented that this has been a great university practice for over 30 years, and how we apply it makes K-State different than other places. The descriptions may be worded differently due to different circumstances, but there is no cost to this except to give the family needed support. It was hoped this does not become an issue of debate and can remain something we offer to support the families.

B. Faculty Affairs – Marcellus Caldas/Veronica Denison

Senator Denison mentioned the decision to table the discussion regarding department heads vs department chairs because of lots of changes right now. There was discussion on extending the optional use of TEVALs in evaluations and portfolios due to the pandemic. While a close vote, Faculty Affairs did not support extending at this time. Additionally, Interim Associate Provost González will compile information regarding COVID-19 impact statement guidelines for evaluations and post on the provost's website.

C. Graduate Student Council – Pingping Chen

On October 27<sup>th</sup> in the Union Courtyard there will be a poster presentation to the campus community. Capstone students will share their research and some will be selected to present at the annual Capstone graduate research summit in Topeka; they are looking for post doc judges for this [forum](#). Please contact her if you are interested ([pingpingchen@ksu.edu](mailto:pingpingchen@ksu.edu)). This is about a two-hour commitment, and your valuable input is appreciated. GSC has been making professional development workshops available for the post doc association; philosophy research statements and diversity statements. Coming up October 15<sup>th</sup> are CV/ Resume workshops, also there is a collaboration with the Academic Achievement Center to offer Time Management Strategies; please share the information with your students. Nominations are open for the Graduate Student Council Teaching Excellence [award](#). The award recognizes one masters and doctorate GTA student who have excellent teaching skills, awardees receive \$500 scholarship and will represent the Midwest Association of Greatness to Excellence award. President Littrell commented on the wonderful activities offered our students.

D. Professional Staff Affairs – Renee Gates/Mishelle Hay McCammant

Senator Hay McCammant reported that while there is nothing definitive on the agenda yet for the year, a meeting is planned with Jay Stephens on October 19<sup>th</sup> to go over a number of items. While many issues have been brought to their attention, they are not ones within their purview for change, but they will be sure to advocate for these changes where possible. They plan to narrow down and focus on top priorities. For example, issues like sustained workloads that haven't lightened up and position descriptions that don't reflect the new responsibilities, and the lack of merit raises and equities with both remote work, time clock issues, retention as well as recruitment issues. All of these issues affect employee morale. They will continue working with FSCOUP as well include staff representation in CCOPs (College Committees on Planning).

E. Student Senate – Blake Phillips

Senator Phillips reported that he and Student Body President Dowd will begin co-chairing the tuition and fees strategies committee (TSFC) and President Littrell is also serving as an ex officio member. They will be looking to make sure fees serve the intended purpose. Now that the 20<sup>th</sup> day census numbers are available, they are looking at how that aligns with our Student Services Fee Budget and to see what actions might need to be taken.

- K-State Proud – Daja Coker would like to visit the senate meeting briefly to share information about K-State Proud - students helping students. This has traditionally been shared within the student senate report portion of the meeting. Senator Seay moved and Senator Hosni seconded to add the brief K-State Proud presentation on the Oct. 12 agenda. The vote passed.

F. Technology – Brett DePaola/Michael Raine

Senator DePaola shared that Chad Currier, Chief Information Security Officer, attended and gave presentations on various activities that faculty and staff would be interested in. He talked about the retention policy of information in Microsoft Teams. Person-to-person chats will only last for up to 30

days. Group chats will last 365 days. Files are taking up a lot of space and costing us more. FSCOT wanted to know rationale for some of the changes. A link to a file is fine but if that link is in a person-to-person chat it will be deleted as state previously. Senator Raine noted we want to be thoughtful when starting to use Teams more and identify how you plan to use it. If you have questions, reach out to IT for guidance. Have a sustainable plan as you use Teams and have knowledge of the retention policy. Senator Hay-McCammant inquired about “pinned messages” in Teams. Teams is more difficult to redact and copy and paste.

There has been much discussion on what do people have access to upon leaving K-State. There is a webpage that makes it clearer than the inconsistencies stated or understood: <https://www.k-state.edu/it/leaving/>. People will need to look carefully at the sections that describe what you “Retain” access to, and “What you lose” access to. Please note that there is a hot link to an actual form to extend services desired and provide a reason why. They have discovered that this is not a seamless process and Emeritus information is not being passed along in the same manner for all employees departing. IT is working with HCS for a smoother process. It was shared that Faculty Senate really advocated on this matter. We can give kudos and a big thanks to our Provost and President for pushing back on this as well. It was asked what to do about DUO authentication once you leave the university. Senator Raine clarified DUO is needed for anything web based but retirees are pulled from this group and therefore do not need to worry about that.

Senator DePaola spoke about a Legislative Post Audit. It addresses our legislators looking at our IT Security, and determining whether we are following state rules. Our IT department looked at NIST (National Institute for Science and Technology) and so far, we have won that battle. It involves lock out protection related to hacking programs and people being locked out of their credentials after so many tries. While people can still get locked out, the formula has been changed and deters hackers from seeking easy access. Chad also visited about the University Network Infrastructure Refresh. They are working on inside and outside internet access. We might see outside internet connectivity become better first, as that infrastructure has items already in place compared to inside internet infrastructure. By mid-summer we should see wireless access in many places outside like green space, parking lots, etc. students are excited!

G. University Planning – Martin Seay

This month they mainly worked to set priorities. They have an update with Karen Goos on tuition and fees task force. There is a pause on next steps. Looking at possible tuition increases, looking at out of state student fees regarding online classes. Finally, they will be looking at college committee on planning, University Handbook Section B95, related to the composition of CCOPs and if there are ways to intervene and make sure that the spirit of shared governance is being met in these. It was noted that 20<sup>th</sup> day numbers are reported but not widely yet. Talked about the policy passed by KBOR that would significantly increase building maintenance fund. Our building and maintenance desperately need support and there’s not enough funding to go around. K-State on average spends about \$1.58 per square foot in maintenance costs compared to our peers, who spend \$1.85 on maintenance improvements and \$1.55 alone on custodial. This is a real problem to be managed but also a significant impact on our budget. With a mandate from KBOR this is a concern. Additionally, no updates on budget will be made until after year three, which is next fiscal year. Though no update will be made, we do want to continue the conversation on it and keep open communication.

H. University Support Staff Senate – Monica Macfarlane or Mary Oborny

Senator Macfarlane reached out to Jason Talbert about benefits fair activities and pop up sessions for staff and employees. It is extremely important to support facilities staff coming in early hours. Information will be made available via listservs as well as by flyers located nearby time clocks. They

have been working hard to have a meeting with the Provost and President, Jay Stephens and Ethan Erickson; this is scheduled tomorrow morning. Setting priorities afterward will be important, but items like retention and recruitment of senators and putting out calls for USS Senate and committee positions is high on the docket.

#### 4. Announcements

##### A. KBOR meeting report

President Littrell recently attended the face-to-face KBOR meeting in Topeka. There are three new regents. One of the new regents, Cynthia Lane, is interested in looking at compensation studies and mentioned several times the need for KBOR to address human capital. They have looked at student success and building maintenance as Senator Seay mentioned. Regent Lane mentioned the importance of looking at staff and faculty related to issues of compensation. There was article in K-State Today about expansion of the paid parental leave benefit and that was passed by the Board of Regents. The Term Appointment Spouse benefit passed and both are big steps to be noted here at K-State. The Council of Faculty Senate Presidents talked about general education program consistency and the Board of Regents would like to have consistent general education programs to make it easier for transfer students to come in and complete a degree in four years. This includes community college students coming to universities, but some faculty senate presidents raised concerns because this will not work and may be unrealistic for all degree programs and specialized areas to expect completion. So, the messaging and advising is important to students to let them know what is realistic to expect. For example, lab and studio space may not be comparable or available at all levels of specialized programming. The Council of Faculty Presidents met with the Board of Regents for a more informal conversation, and it was a great opportunity to vocalize about the Kansas political climate and what the board of regents is trying to communicate to state legislators. For example, legislators are often leaders without college degrees, but are keen on issues affecting their counties, but raised concerns about financial equity shared among all counties. If counties want to see economic growth, it is clear they will need to have a trained work force, ready to fill jobs that attract companies to those counties and communities. The board of regents will talk about holding tuition flat for years and that an increase in funding from the legislature state budget is needed to keep tuition cost from increasing. The board of regents also talked about looking at student health centers, to be sure they are being used efficiently. For example, that student health centers are using insurance. Many felt this is a sensitive time to take on an audit of this nature during a worldwide pandemic, as our health systems are already over loaded in many cases, managing high levels of mental health and being understaffed. The next Board of Regents meeting will be in November at Emporia State.

##### B. Guest(s) for October FS Meeting:

- Elliot Young, University Risk and Compliance Officer – will address face coverings, mask mandates, consistency of mask violations and enforcement, and to prevent folk from encounters with others over mask policies.
- Provost Taber – Topics: a concern was raised that has been shared with some of Faculty Senate Leadership Council about ventilation standards in different buildings. Ventilation studies have been done, but because the classroom capacity has increased there continues to be concern about proper air flow. It would be nice to have Elliot Young and Provost Taber address concerns. ASHRAE was the ventilation standard discussed, but far too many questions continue to exist about AC, ventilation, and quality airflow in various buildings. Elliot Young shared a message that an article in K-State today would come out on Thursday, but this will probably not fully address the concerns shared today. This will be the main topic at the Faculty Senate meeting.

C. Professor and Staff of the Week selections

All professors and professional staff have been selected and these individuals have been notified. The full list of names was shared with executive committee members. We congratulate our colleagues. These ones will be recognized at men's home basketball games.

5. Open discussion period for senators as needed – none.

6. The meeting was adjourned at 4:41 pm.

Respectfully submitted by:

Pat Hudgins,  
Faculty Senate Secretary

Next meeting: Tuesday, October 26, 2021; 3:30 pm

**ACADEMIC AFFAIRS  
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes and graduation lists, addition, and posthumous degree requests on the upcoming Faculty Senate consent agenda:

**A. COURSE AND CURRICULUM PROPOSALS:**

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 at 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:1388/form>

Arts and Sciences	ENGL - 200 - EXPOSITORY WRITING II
Engineering	CIS 733 Data Science Foundations
Health and Human Sciences	FNDH - 600 - Public Health Nutrition FNDH - 631 - Clinical Nutrition I
Salina Aerospace and Technology Campus	AVM - 121 - Aircraft Drawings ETB - 352 - Microcontroller applications in Unmanned Systems PAV - 497 - Senior Capstone

**CURRICULUM:** <https://kstate.curriculog.com/agenda:1389/form>

Health and Human Sciences	Interior Design (B.S.)
Olathe campus	Professional Interdisciplinary Sciences Graduate Certificate Professional Skills for STEM Practitioners Graduate Certificate

**B. Graduation list(s), addition(s) and posthumous degree requests:**

Fall 2020 and Spring 2021 graduation lists as received from the Registrar's office

Spring 2021 list addition: Abhilekha Dalal, Master of Science, Graduate School

Posthumous: Jonathan Andrew Sommerfeld, Bachelor of Science, College of Engineering, Spring 2022

Posthumous: Vinton Robuck, Bachelor of Science, College of Engineering, Fall 2022

**ACADEMIC AFFAIRS  
PROPOSED ITEMS FOR DISCUSSION AGENDA**

Approve to place the following new curriculum proposal(s) on the upcoming Faculty Senate discussion agenda:

New certificate:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1390/form>

Interdisciplinary	Urban Food Systems Graduate Certificate
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