

MINUTES

Faculty Senate Executive Committee

Tuesday, March 28, 2023, 3:30 pm

Zoom ID: 733 588 376 | <https://ksu.zoom.us/j/733588376>

Present: Rebecca Adams, Andy Bennett, Graciela Berumen, Memory Buffington, Regina Crowell, Brad Cunningham, Elizabeth Dodd, Jared Durtschi, Renee Gates, Sara Gragg, Mishelle Hay McCammant, Julia Keen, Laurel Littrell, Michael McGlynn, Tareque Nasser, Michael Oetken, Evan Porter, Michael Raine, Don Saucier, Brandon Savage, Andy Thompson, Phil Vardiman, Don Von Bergen, and Andy Wefald
Absent: Tucker Graff, Brandon Kliewer, Tom Schermerhorn, Martin Seay, and Yu-Oppenheim
Proxies: Laurel Littrell for Katy Bach, Jared Durtschi for Elizabeth Kiss, and Graciela Berumen for Mary (Bowen) Sullivan

1. President Don Saucier called the meeting to order and the land acknowledgement was played.
2. Approval of February 28th Executive Committee minutes
President Saucier inquired if there were any edits or corrections to the minutes. Seeing none and with no objection the minutes stood approved as submitted.
3. Guests: Jay Stephens and Shanna Legleiter: Hiring incentive policy; salaries
Stephens began by sharing with senators the new policy (<https://www.k-state.edu/hcs/policies/incentive-bonus/>) on Hiring Incentive/Sign-On Bonus: PPM 4005 – Incentive to attract top talent to K-State in order to fill the many vacancies around campus. There is a guardrail to the incentive policy as we are a public university. Additionally, Legleiter shared that the genesis for this policy was to help units with hard to fill, niche, positions. This is for any benefits eligible positions. Departments can leverage this as their funding allows with Dean and VP approval. Approval needs to be received beforehand; the resource center has a form that departments can fill out and there is also some guidance on to utilize these funds. The incentive would go into a supplemental payroll.

Questions around equity based on department budgets was discussed and the safeguards that would prevent that. It was inquired whether there is a waiting period for the funds. The funds would be delivered immediately upon hire.

There was lengthy conversation about the 9 months vs. 12-month salary disbursement. Stephens shared that the process could be done, but, as with many other areas on campus, they are limited by staffing and do not have the time of staff necessary, currently, to complete this action. HRIS is currently not capable to do this action automatically, due to a large number of customizations through the years. There are currently many manual tasks that need completed, so it is believed that the processes in place need to get prioritized before getting a new program. Various suggestions were given for possible implementation, identifying specific scenarios that would work, implementing a fee, getting paid once a month, and so on. There were comments about other situations where it was agreed priority should be given, such as making certainly our international students are paid in a timely way, etc., but ultimately, it was requested that a definitive answer be provided on moving forward with this request. It was reiterated that this isn't an issue of someone not wanting to care for the situation, but rather than being a people problem, it's a system problem.

President Saucier thanked our guests for being willing to attend and address, sometimes very complex, problems. Faculty Senate looks forward to having them at the April Senate meeting as well. Stephens spoke to how much he values the shared governance process.

4. Report from Standing Committees, Graduate Student Council, and Senates

A. Academic Affairs – Andy Bennett/Brandon Kliewer

- Proposed consent agenda items (page 6)
- Proposed overall changes to University Handbook, Section F – **Attachment 1**
- Proposed Approval Process for Microcredentials – **Attachment 2**

Senator Bennett moved to approve placing the consent agenda items on the upcoming Faculty Senate agenda. Motion carried.

Senator Bennett moved to approve placing the proposed overall changes to Section F of the University Handbook on the upcoming Faculty Senate agenda for action. These changes have been through various committees for review and was jointly approved by Academic Affairs and Faculty Affairs. Even though there are still sections that need a more in-depth review for possible future changes, it was decided the overall changes should be moved forward.

Discussion: There was concern raised over section F10. The writing is not clear, and this could pose future issues. First, this section sounds opposed to being a student-centered campus. Secondly, faculty invite people to class frequently and the current language sounds like that practice will not be able to happen. There was agreement with the concern. This section was actually brought up during the joint AAC/FAC meeting where it was approved and it seems administration is concerned, in part, about students being in a classroom they are not supposed to be in and also if there was an emergency situation it would be difficult to know who is present.

It was inquired whether this section could be written in a way that states faculty can ask people to leave the classroom. It was noted that having students, or other guests, present is a practice that happens all the time for numerous reasons that benefit our students. Perhaps instead policing the instructors that do put students on canvas roster when they are not actually enrolled is a better approach.

Additionally, it was noted that F51 comes directly from the Board of Regents, specifically the 500-699 courses and 700-799 courses that discusses enrollment of 50% less enrollment of graduate and undergraduate students. We need to incorporate this language first before it can be adjusted. One senator noted she has been working on the upper-class courses and she worked up something with Chris Urban and has standing reports where they can look back at five years. K-State has not been KBOR compliant for decades. She also shared that KBOR is trying to implement up to 75 hours from the community college vs. 60.

After discussion, it is likely an amendment will come forward during the FS meeting related to Section F10.

Motion carried.

Senator Bennett moved to approve placing the proposed approval process for Microcredentials on the upcoming Faculty Senate agenda for action.

Discussion: They hope to get a process in place that is expedited so that an employer does not go elsewhere. There was a request that the expedited process only be for non-credit. Senator Bennett shared that there has been much conversation about this process, both related to credit-bearing and non-credit bearing microcredentials. The proposal before you is a compromise but they are pleased to

move it forward. There was clarification that Faculty Senate needs to be involved for all new K-State courses. The expedited approval is for 18 months, not going through the whole voting process, but a permanent approval for credit bearing needs to go through Faculty senate.

Motion carried.

- B. Faculty Affairs – Brad Cunningham/Tareque Nasser
Nothing major to report. Reiterated there was a joint meeting with Academic Affairs for Section F. Also, their committee has had discussion on a COLA proposal.
- C. Graduate Student Council – Kortnee VanDonge
VanDonge reported that the new officer team will take on their new positions May 1st. They have been working on a graduate student shadowship program. This will allow five graduate students to shadow university leaders for half a day to a day. The president and provost, along with others, have agreed to be a part of this program. They hope to open the applications at the end of the semester.
- D. JEDAll – Graciela Berumen/Julie Yu Oppenheim
 - Proposed resolution for support of placing the Okanagan Charter the FS April agenda for a vote – **Attachment 3**

Senator Berumen moved to place this resolution on the April agenda for action. Motion carried.
- E. Professional Staff Affairs – Renee Gates/Mishelle Hay McCammant
Nothing to report.
- F. Student Senate – Evan Porter and/or new Speaker of Student Senate
Senator Porter is concluding his service with Student Senate and his service on Faculty Senate. He welcomed Kate Thomas, the new speaker. Kate is a junior and is excited to be working with Faculty Senate for this upcoming year.
- G. Technology – Michael Raine/Phil Vardiman
Senator Vardiman reminded all that the deadline to complete their Cyber Security Awareness training is on March 31st, otherwise you will lose eID access.
- H. University Planning – Rebecca Adams/Martin Seay
Senator Adams reported that Ethan Erickson is coming to their next meeting in April to provide an update on facilities as well as one for Strategic Planning.
- I. University Support Staff Senate – Regina Crowell
The USS recognition ceremony will take place on April 19th at 11 am.

5. New Business

- A. Proposed change to FS Constitution, University Handbook, Appendix E – **Attachment 4**
As a reminder of what was shared at last week’s Faculty Senate meeting, President Saucier reported that the constitution committee concluded the work they were charged with and is bringing forward proposed changes for the upcoming Faculty Senate meeting. As we proceed, he would like senators to consider having three separate motions on the proposal, one for each proposed change.

The ad hoc committee's charge was for two specific issues. One was to review the composition of the General University caucus to ensure that it was adequately representing the correct constituents. Secondly, the ad hoc committee was to review representation and/or eligibility for other constituent groups, including Olathe. The committee's recommendations are as follows: 1) to reserve a seat within the General University caucus for a senator from the Olathe campus and 2) after discussion, the consensus was that deans, associate deans, and assistant deans should be represented within their home units. Additionally, this should apply to the extension director, associate director, and assistant director. Lastly, it came to their attention that the seventh by-law in the constitution regarding secret ballots needs removed as it appears to be in violation of the Kansas Open Meeting Act. After some additional research, other senates already have this approach. The Kansas Open Meeting Act states a body making a decision that is considered a binding action cannot do so by secret ballot and must be done in a way that their vote is known so that all are held accountable. It was believed that KOMA came out in 1997 and this portion of the constitution predated it, so the change is just a matter of updating to current practice. KOMA applies to all open meetings of public bodies.

It is the hope of President Saucier and the ad hoc constitution committee that action can be taken on this proposal at the April senate meeting to allow time for review by the university faculty and professional staff and to have a vote by them prior to the end of the semester. Otherwise, this will need to be pushed to the beginning of the fall semester. Of course, this decision will be determined by senators. He asked for questions and feedback on the proposal.

A motion was made by Senator Littrell and seconded by Senator Dodd to approve placement of the first proposed change onto the upcoming FS agenda. This is the change to reserve a seat within the General University caucus for a senator from the Olathe campus.

Motion carried.

A motion was made by Senator Vardiman and seconded by Senator Wefald to approve placement of the second proposed change onto the upcoming FS agenda. This is the change to move deans, associate deans, and assistant deans back to being represented within their units, along with the director, associate director, and assistant director of extension back to being represented within Extension.

Motion carried.

A motion was made by Senator Littrell and seconded by Senator Berumen to approve placement of the third proposed change onto the upcoming FS agenda. This is the removal of by-law #7 referring to the use of secret ballots. This is to come within current legislation of the Kansas Open Meetings Act. It was noted that, as a by-law, if this motion is approved at the Faculty Senate meeting in April, it will be considered final and does not need further action at the general meeting of the faculty and professional staff as the other two items will.

Motion carried.

6. Announcements

A. [KBOR meeting report](#)

President Saucier invited members to review the KBOR meeting overview for March. There was nothing major he felt the need to report on specifically.

B. Faculty Senate 2023 elections

Most caucuses have concluded their elections for this year and Candace will share out the final list of elected senators when it becomes available. Caucuses who have concluded their elections will now begin discussion of committee assignments for the upcoming year. Thank you for your participation in these elections and we look forward to the contributions of our incoming senators.

C. Guests for April FS meeting:

- Thomas Lane. Topic: Student Organization Recognition policy revision
- Jay Stephens and Shanna Legleiter. Topics: Hiring incentive policy; salaries

D. Final Spring open forum event - Salina, Mar. 30, 2-3 pm, College Center Conference room.

This is the last one of the spring open forums and will be entirely Q & A.

E. Faculty and Professional Staff Retiree Ceremony – April 26, 4 pm, Alumni Center

An announcement with all the retirees on the program will go out in K-State Today later this week.

7. Open discussion period for senators as needed

President Saucier inquired if it was agreeable to move the New Business to before the committee reports to be sure it gets acted. There were no concerns to doing this.

8. The meeting adjourned at 4:52 pm.

Respectfully submitted by:

Graciela Berumen,
Faculty Senate Secretary

Next meeting: Tuesday, April 25, 2023; 3:30 pm

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes 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:1976/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Business Administration	MANGT - 220 - Principles of Management MANGT - 491 - International Management Experience MIS - 411 - Business Programming Applications MIS - 422 - Business Database and SQL MIS - 433 - ERP Project Planning and Implementation MIS - 444 - Business Networks and Security MIS - 496 - Special Topics in MIS and Data Analytics MIS - 555 - Cloud Computing with Business Programming Applications MIS - 566 - Systems Analysis and Design
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CURRICULUM: *<https://kstate.curriculog.com/agenda:1977/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Business Administration	Data Analytics Certificate Management Information Systems (B.S.)
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B. Graduation list(s), addition(s) and/or posthumous degree requests: None