

MINUTES

Faculty Senate Executive Committee

Tuesday, August 30th, 2022, 3:30 pm

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

Present: Rebecca Adams, Katy Bach, Andy Bennett, Graciela Berumen, Mary Bowen, Memory Buffington, Marcellus Caldas, Jared Durtschi, Tucker Graff, Sara Gragg, Mishelle Hay McCammant, Mary Lynn Higginbotham, Julia Keen, Elizabeth Kiss, Brandon Kliewer, Laurel Littrell, Monica Macfarlane, Michael Oetken, Don Saucier, Brandon Savage, Martin Seay, Andy Thompson, Phil Vardiman, Don Von Bergen, and Andy Wefald
Absent: Brad Cunningham, Elizabeth Dodd, Michael McGlynn, Michael Raine, Tom Schermerhorn
Proxies: Renee Gates, Evan Porter, Elizabeth Kiss (until arrival), and Martin Seay (until arrival)
Guests/Visitors: Tara Coleman, Justin Frederick, Stephanie Lott, Anne Phillips, Camilla Roberts, Andrew Smith, Justin Wild, and LaVerne Williamson

1. President Saucier called the meeting to order and the Land Acknowledgment was played.
2. Committee members were welcomed to the first meeting of this semester. Additionally, there are several invited guests present today for various presentations to this body. These were welcomed and thanked for their attendance.
3. Dispute Resolution and Honor and Integrity System Reports
 - A. Honor & Integrity System report (Camilla Roberts) – **Attachment 1**

Roberts reported the numbers are down, and in a sense, more back to normal. Numbers are in line with those across the country. Of the cases, 91% chose not to contest. Violator demographic spread is consistent with other years. Academic integrity conversations need to be addressed throughout the academic journey of all students, not just in their freshman year. Some colleges report more than others, which is not uncommon. Main type of violation is still plagiarism, which is 53%. Most are from homework help sites like Chegg. Sanctions remained standard, grade sanctions and development and integrity class requirements. Two suspensions were approved by the provost due to multiple infractions. Roberts also commented on the last two “one-pagers” of the report. These have been submitted to Tanya Gonzalez, interim associate provost. The provost office is reviewing similarity checking software and they will also review results of academic integrity survey. Roberts noted she and others have co-edited a book that will be helpful regarding academic integrity.
 - B. Ombudsperson report (Anne Phillips) – **Attachment 2**

Phillips presented the report on behalf of the team last year, including herself, Andrew Smith, and Tara Coleman. They consulted with 40 people and spent 75-80 hours in research and meetings. As indicated in the report, work environment, interpersonal conflict, unjust treatment, and tenure process issues were the most common issues. Some of their recommendations are similar to ones presented in the past. Given that, one endeavor will be to create a manual for incoming ombudspersons. She, Smith, and Coleman, along with past ombudspersons that they will reach out to, will be working this year on the creation of that handbook. Additionally, with the assistance of general counsel, they’ve put in a request for professional membership with the International Ombuds Association (IOA). Phillips was pleased to share that regular meetings of the K-State Ombudspersons will take place this year, starting in September. They will also share out pieces to K-State Today and elsewhere to educate individuals about what they do and how/when to reach out to them. Other recommendations, similar to ones from previous reports, can be found in the report. Andrew Smith was thanked for his work as an Ombudsperson and Phillips reminded at that Jared Meitler is the incoming ombudsperson.

C. General Grievances report (Mustaque Hossain) – **Attachment 3**

Hossain was unable to attend today, but questions or comments can be emailed to him and he will plan to attend the September 13th FS meeting.

D. Employee Relations and Engagement report (LaVerne Williamson and/or Justin Wild) – **Attachment 4**

Justin Wild was joined by LaVerne Williamson. Charlotte Self could not attend today, but plans to attend the FS meeting in September. They assist administrators, supervisors, and all K-State employees on a wide range of workplace issues. Their end goal is to empower leaders and employees to manage their workplaces independently. Areas where they assist are in consultation and policy interpretation. This could be regarding notice of non-renewal, managing term contracts, and a variety of other areas. They also want to empower supervisors and employees to resolve conflicts. They can provide this with facilitating conversations between employees, having mediation, and more. They help people interpret the handbook quite frequently. They love to do training and can even provide specialized trainings as requested. Additionally, they work with the Americans with Disabilities Act, Maggie Denton and Charlotte assist with request for reasonable accommodations in the workplace. Related to this, there was a 10.55 % increase in requests this year. That represents 198 requests and of those, 91 were COVID-19 related and 88 focused on seeking accommodations for the COVID-19 vaccine mandate.

Williamson highlighted a couple of figures related to the nature of concerns. Two of the top numbers are for performance management and policy. She provided various examples of what this may include, such as an inquiry about how to complete an evaluation, or if there is an attendance concern, what are the next steps to help this person, also, what policy applies, and so on. Additionally, discipline and discrimination/harassment have received high numbers. Discrimination/harassment was a little higher this year, and the Office of Institutional Equity (OIE) cares for investigating those issues. On the other side, if there are issues submitted to OIE that do not meet their requirements or threshold, they refer those to Williamson and their team to care for them and follow up on action or guidance needed. There is a strong partnership between our ombudsperson and Employee Relations. They have been provided with recommendations from the ombudspersons and Williamson shared some actions that have been implemented based on these. 1) More training, along with guidance on best practices related to the performance evaluation process, is being offered, both face-to-face and online. 2) Enhanced training for department heads about handbook 3) Additional outreach for mental health, economic assistance, and other pandemic related issues (Employee Assistance Program); they've contracted with third party to provide these services.

E. Office of Institutional Equity report (Stephanie Lott) – **Attachment 5**

In partnership with various offices and committees, a mandatory syllabus statement regarding discrimination, harassment, and sexual harassment was approved and they are grateful to see this put in place. She gave a special thanks to Tanya Gonzalez, who helped them navigate the process. There is also a Title IX message added to the K-State home website. There are new team members on the [website](#): Amber Shumway and Eric Bicaba. Additionally, Stephanie has taken a new position, outside of K-State, and will be leaving the university. Justin Frederick will assume the role as interim director as Stephanie transitions on.

They're still working on ppm training for the university this fall. They've experienced some hurdles with this, but are working to figure it out and trouble shoot the issues, along with ITS. They still believe the training will happen this fall, but it may be later in the fall. They have partnered with the graduate school to ensure that regular training for graduate students occurs. This population is one of the most vulnerable, so more outreach is being planned. The new talent acquisition manager will work on feedback from applicants beyond gender binary. They are looking for what additional data they need

to collect. Cases by month peaked in May vs. March from last year. They believe it was because people did not have time during the year to file complaints. Training has been increased so reports have increased. Sexual assault, harassment, stalking Title 6 or Title 7 concerns. The information only category in the reports represents reports that are not necessarily for their office or anonymous reports. Nondiscrimination numbers are much higher than title IX numbers but this year they think they will see a reverse trend. Sexual assault reports may be anonymous and although they do not have enough information to investigate, they still count under that category. If an event happens off campus, resources are still provided to students. Red zone, September to mid-November, is when most sexual assaults occur. This year, double red zone, it doubled because more students did not have a first-year experience. This is the first full year of data we've had since Stephanie was hired, so we're pleased to now have that true data. There were 488 referrals to employee relations. No comparative data because previously referrals were not tracked, but in future this will be available.

All guests were thanked for their time and efforts. These reports will be presented to the full Senate at their September meeting.

4. President Saucier inquired if there were any changes or corrections to the minutes of the May 31st Executive Committee meeting. Seeing none and with no objection, these were considered approved as submitted.

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

A. Academic Affairs – Andy Bennett/Brandon Kliewer

- Proposed consent agenda items (pages 6-7)
- Proposed discussion agenda items (page 8)
- Proposed change in Grade Submission Deadline Date for Summer Semesters – **Attachment 6**

Senator Kliewer moved to place the consent agenda items onto the upcoming Faculty Senate agenda. No second is needed on this or the other items up for a vote today as these are coming from committee. No discussion, motion carried.

Senator Kliewer moved to place the discussion agenda items onto the upcoming Faculty Senate agenda. No discussion, motion carried.

Senator Kliewer moved to place the proposal, as found in attachment 6, onto the upcoming Faculty Senate agenda. No discussion, motion carried.

Senator Kliewer also briefly shared that Academic Affairs will continue their work on review and possible changes posthumous degree policy, the interdisciplinary program approval process. In September, they'll meet with Interim Associate Provost González to discuss the recently approved KBOR general education core changes. They also will review microcredentials as these come through on the pilot year and they will be coordinating with other standing committees on proposed changes to section F of the University Handbook.

Clarification on the timeline for the implementation of the new general education core from KBOR was asked about. Senator Kliewer will know more after the September 20th meeting with interim associate provost Gonzalez. Many are rightly concerned about the timeline and heavy lift this may mean for colleges. There was also conversation requested about the multicultural overlay committee recommendations. This is a very stressful topic for colleges because a lot of changes are coming.

President Saucier shared we need to be in full compliance by Fall 2024 per KBOR for the general education core. More will be forthcoming on this.

- B. Faculty Affairs – Marcellus Caldas/Brad Cunningham
Senator Caldas introduced their new co-chair, Brad Cunningham. Juan Gomez is their student representative. At their last meeting they made some appointments to their subcommittees. Also, senator Little will move forward with the subcommittee to discuss the definition of community engagement for tenure and promotion.
- C. Graduate Student Council – Tucker Graff
Graduate school orientation and their first meeting was held last night. They have significant improvement in engagement from graduate students this year. Research in the State is scheduled for Oct. They will market this more aggressively due to low attendance in the past. A re-organization in their representatives and committees will be occurring, as they wish to narrow their focus in some areas and expand it in others. Institutional changes expected over the next year.
- D. Professional Staff Affairs – Renee Gates/Mishelle Hay McCammant
Following up on work from last year. Would like to see some revisions in Section C159 in the University Handbook regarding oversight and information to staff on those 5-year reviews. Also, they'd like to see work done with Appendix Q. Shared Governance task force, with assistance from past president Markham, continues to look at what new staff representation in the senate may look like. They continue to address significant understaffing. There were over 200 open positions in K-State over the summer and that has stayed the same. At least 85% of those are staff positions. They would like to investigate further why there are issues with hiring staff.
- E. Student Senate – Evan Porter
No report.
- F. Technology – Michael Raine/Phil Vardiman
Will meet starting next week, no report.
- G. University Planning – Rebecca Adams/Martin Seay
Will meet starting next week, no report. Lynn Carlin will meet with them and they will continue trying to schedule a meeting with the president as well.
- H. University Support Staff Senate – Monica Macfarlane
An employee satisfaction survey, run through the Docking Institute, was conducted of USS and UPS KBOR employees. They finally got the information back and are reviewing it, and are working to get permission to release it publicly for all institutions that completed it.

6. Announcements

- A. KBOR meeting reports from summer
General Education core change was the big update. They have mandated these changes be put in place by Fall 2024. This is going to take time, but President Saucier suggest we come together with a positive attitude. Dr. Tanya González is leading the way to make this happen. Still do not know what is happening with K-State 8, so there are many questions.
- B. Senator Replacements
 - Libraries, Roger Adams for Emily Finch – Sept. 2022-May 2024

- Term Appointment, Brad Cunningham for Deborah Kohl – Sept. 2022-May 2025

President Saucier directed members to the list of replacements from over the summer. Again, we welcome Brad, also in his new role as co-chair of FAC, and also Roger Adams to Faculty Senate.

- C. Topics for Provost’s visit to September Faculty Senate meeting?
K-State 8, general education, and multicultural overlay. Senators would very much like to hear more about the general education change and timeline of when it will be put in place. This is important so answers can be provided to various colleges. This will require much collaboration across curriculums. Another topic is Enrollment and Finances. Lastly, it was asked that the provost discuss how merit raises have impacted the budgets, etc. It was commented that the funding only covered a portion of the raises so now colleges have to make cost saving measures to make up for something that was promised.
- D. State of the University Address - Wednesday, October 12, 3:00-4:30 pm, Alumni Center
There will be live streaming as well for those who prefer to attend virtually. We encourage all to attend as their schedule allows. There will be an open forum with President Linton when he concludes his address. Please work with your caucuses to develop one or two questions for the President Linton. President Saucier will be moderating questions, along with help from Past President Littrell and President Elect Von Bergen.

President Saucier reminded all the inauguration of University President Linton will be this Friday. Audience does not have to wear academic regalia but if you are part of the procession you do.

- E. Professor and Professional Staff of the Week selections for 22-23 (13 faculty / 8 professional staff)
President Saucier reminded caucus chairs that the professor of the week selections are due to Ms. LaBerge at the end of today. If you will be delayed, please contact her. A new feature that started two years ago was the inclusion of professional staff members of the week. Detailed information was sent to caucus chairs via email over the summer. If you have questions, please reach out to Candace.
- F. JEDAll committee – caucus representatives
At this time, we have all but one member for the JEDAll [committee](#). A meeting will be arranged with them soon to elect a chair or co-chairs and to give them their charge. We are excited to see this new committee within our Faculty Senate structure.

7. Open discussion period for senators as needed
There were questions raised about the general education core. It was noticed that every college was represented in the Multicultural Overlay but the College of Agriculture. Senator Bennett shared that Academic Affairs is just starting to discuss this; each school will fill the “bucket” indicating what each school wanted to include. Under old rule multicultural/international was an overlay, maybe this time it will be a requirement. Discussions have just started. It was noted there are approximately 350 degree programs; if they all have to do curriculum proposals and this multicultural is not in the processes then it will create more of a delay. Information will be sent out as soon possible.

8. The meeting adjourned at 4:34 pm. | Next meeting: Tuesday, September 27, 2022; 3:30 pm

Respectfully submitted by:
Graciela Berumen
Faculty Senate Secretary

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes and graduation list additions 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:1694/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Arts and Sciences	ART - 310 - Visual Communication Design II: Methods and Processes ART - 360 - Introduction to Wheel Thrown Ceramics ART - 400 - Visual Communication Design III: Storytelling in Design ART - 407 - Visual Communication Design Topics ART - 420 - Visual Communication Design IV: Design and Context ART - 565 - Wheel Thrown Ceramics Studio ART - 572 - Drawing Methods - Contemporary Approaches ART - 576 - Visual Communication Design Capstone I: Research ART - 585 - Visual Communication Design BFA Portfolio and Professional Practices ART - 599 - Drawing Methods – Thematic Approaches
Health and Human Sciences	ECED - 542 - Practice-Based Coaching in Early Childhood Settings KIN - 387 - Introduction to Integrative Human Pathophysiology
Veterinary Medicine	DMP - 814 - Veterinary Bacteriology & Mycology Lecture DMP - 831 - Veterinary Virology DMP - 841 - Veterinary Public Health VCS - 890 - CS Veterinary Medicine Elective Aux. VCS - 907 - Supplemental Exotic Animal, Wildlife, and Zoo Animal Medicine VDMP - 811 - Clinical Pathology I VDMP - 814 - Veterinary Bacteriology & Mycology Lecture VDMP - 831 - Veterinary Virology VDMP - 835 - Clinical Pathology II VDMP - 836 - Cross-Course Integration III

	VDMP - 841 - Veterinary Public Health VDMP - 847 - Cross-Course Integration IV VDMP - 848 - Clinical Pathology I
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CURRICULUM: *<https://kstate.curriculog.com/agenda:1695/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Arts and Sciences	Art (B.F.A.) Environmental Science B.S. – Interdisciplinary Visual Communication Design Minor
Health and Human Sciences	Hospitality Management (B.S.)

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

- Spring 2022 graduation list – as submitted by the Registrar’s office
- Fall 2021 graduation list – as submitted by the Registrar’s office
- Fall 2021, Sofie Appel, BS – Arts & Sciences/Education
- Spring 2022, Abigail Brittain – BS – Arts and Sciences
- Fall 2022, Brooke Gursky, PhD – Graduate School - Posthumous degree request

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR DISCUSSION AGENDA**

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

New:

To view full proposals, see the Curriculog Agenda: *<https://kstate.curriculog.com/agenda:1696/form>
(*copy and paste the link into your browser if clicking on it gives you an error message)

Health and Human Sciences	Certificate in Early Childhood Consultation
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