

MINUTES
Faculty Senate Executive Committee
Tuesday, May 28th, 2024, 3:30 pm
4061 Business Building

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

Present: Graciela Berumen, Hansin Bilgili, Regina Crowell, Brad Cunningham, Monica Curnutt, Joel DeRouchey, Teresa Douthit, Pamela Erickson, Anthony Ferraro, Daniel Higgins, Justin Kastner, Joann Kouba, Ryan Leimkuehler, Sara Luly, Tareque Nasser, Brandon Savage, Gwen Sibley, Kimberly Staples, Mary Sullivan (Bowen), Andy Thompson, Phil Vardiman, Don Von Bergen, La Barbara Wigfall, and Zane Whitney
Absent: Nicky Cassel, Linda Craghead, Carson Cuesta, Cassie Jones, Kimberly Kramer, and Michael Oetken
Proxies: Amir Bahadori for Julia Keen, Joel DeRouchey for Colby Moorberg

1. President Douthit called the meeting to order at the Land Acknowledgment was played.
2. Approval of April 30th Executive Committee minutes
President Douthit inquired if there were any edits or corrections to the minutes. Seeing none and with no objection the minutes stood approved as submitted.
3. Welcome to incoming caucus chairs and committee members.
 - President Elect: Sara Luly
 - Incoming Academic Affairs co-chair: Hansin Bilgili
 - Incoming Academic Affairs co-chair: Joann Kouba
 - Incoming Faculty Affairs co-chair: Brandon Savage
 - Incoming JEDAll co-chair: Gwen Sibley
 - Incoming PSA co-chair: Linda Craghead
 - Incoming FSCOUP co-chair: Kimberly Kramer
 - Incoming FSCOT co-chair: TBD in fall
 - Incoming Business Administration caucus chair: Tareque Nasser
 - Incoming Education caucus chair: Kimberly Staples
 - Incoming General University caucus chair *alternate*: Pamela Erickson
 - Incoming Health and Human Sciences caucus chair: Anthony Ferraro
 - Incoming Veterinary Medicine caucus chair primary/alternate: Nicky Cassel and Justin Kastner

President Douthit welcomed all the new (and continuing) members to the committee and thanked them in advance for their contributions this upcoming year.

4. Report from Standing Committees, Graduate Student Council, and Senates
 - A. Academic Affairs – Hansin Bilgili/Joann Kouba
 - Proposed consent agenda items (pages 5-6)
 - Proposed discussion agenda items (page 7)

Senator Kouba moved to place the consent agenda items on the upcoming Faculty Senate agenda.

Motion carried.

Senator Kouba moved to place the discussion agenda items on the upcoming Faculty Senate agenda.

Motion carried.

- B. Faculty Affairs – Brad Cunningham/Brandon Savage

- Proposed change to University Handbook, Section B95 (**Attachment 1**)
- Proposed change to University Handbook, Section F62 (**Attachment 2**)
- Resolution in support of exception to Spouse/Dependent Tuition Assistance (**Attachment 3**)

Senator Cunningham moved to place the proposal to revise UH Section B95 on the upcoming Faculty Senate agenda for action. **Motion carried.**

Senator Cunningham moved to place the proposal to revise UH Section F62-63 on the upcoming Faculty Senate agenda for action. **Motion carried.**

Senator Cunningham moved to place the proposed resolution from their committee, related to an exception for the Dependent/Tuition assistance, on the upcoming Faculty Senate agenda for action. **Motion carried.**

C. Graduate Student Council – Zane Whitney
No update.

D. Justice, Equity, Diversity, Access, Inclusion, and Identify – Graciela Berumen/Gwen Sibley
No update.

E. Professional Staff Affairs – Linda Craghead/Monica Curnutt
During their last meeting, the committee discussed the time and leave system, notice of non-reappointment policy, along with the workload policy for staff. Their next meeting will be August 20th, when they plan to continue discussing the need for a workload policy for staff.

F. Student Senate – Carson Cuesta
No update.

G. Technology – TBD/Phil Vardiman (The FSCOT report was moved to first on the agenda due to obligations of Senator Vardiman)
Senator Vardiman expressed gratitude to Senator Raine for his willingness to serve as FSCOT co-chair again, as he was voted on for another term, but, he has exceeded the allowable number of terms according to Senate policy. The committee will have to re-do their elections. The committee will try to have a staff and faculty co-chair duo. The committee hopes to have their Annual IT Report available by August/September.

H. University Planning – Cassie Jones/Kimberly Kramer
No update.

I. University Support Staff Senate – Regina Crowell
No update.

5. New Business

A. Shanna Legleiter, Chief Human Resources Officer, gave some background information about the Notice of Non-Reappointment (NNR) Policy handbook updates that were brought forth (**see pages 8-9**). In order to align K-State policy with KBOR policy, this policy update will need to be in effect by July 1, 2024, for new employees, for current employees the date is July 1, 2025, in order to be compliant. A working group, along with general counsel, drafted new policy in order to be in compliance with KBOR's 90-day notice of non-reappointment. Our previous policy was a 1-year NNR. Changes and

modification to the University Handbook were suggested in order to stand up a new policy that cross references the handbook language in order to be congruent with each other. Because NNR is at the heart of many people's minds the working group is being mindful of the impact and culture change that comes along with this policy. The new policy states that employees whose contracts will not be renewed will get a NNR 90 days prior to the end of their appointment.

Appropriate next steps were discussed in order to expediate this process and put the matter on the June 11 agenda. Senators Cunningham, Savage, Nasser, and Bahadori suggested that in the spirit of shared governance this should go through committee. There was discussion regarding the potential to provisionally include a statement referencing the PPM chapter for now and then update the handbook language in the fall. Because there have been circumstances where the PPM and Handbook have had conflicting language in the past, perhaps a document could be created that will make new hires aware that at this time the two sources (handbook and PPM) do not align.

Shanna believes that if this approach is taken, it will be critical that the statement is inserted in all the different handbook sections that are affected. She will meet with General Counsel and report back during the June 11th meeting in order for the senate to vote.

Senator Cunningham expressed frustration about the short timeline that is being presented in order to implement this NNR handbook update. A motion was made by Senator Nasser to put this on the upcoming Faculty Senate agenda. Motion was seconded by Senator Wigfall. **Motion carried.**

B. Faculty Senate committee appointments

President Douthit reported that committee members should have received the recommendations from leadership council on both Faculty Senate and two presidential committees/councils. It was inquired whether members have any requested changes to these recommendations. No changes were brought forward. It was recommended to make a motion to approve both at the same time.

A motion was made by Senator Wigfall and seconded by Senator Cunningham to approve these as listed. **Motion carried.**

C. Presidential committee recommendations (out of state fees appeals / integrity in research and scholarly activity) Discussed and acted on above. **Motion carried.**

D. Ombudsperson appointment (2024-2027)

President Douthit shared that Faculty Senate received a few applications, and these were reviewed in detail. She also requested input from Faculty Senate Leadership Council. Members were reminded that ombudspersons are not advocates. They need to be able to listen, advise individuals regarding university procedures, and be impartial. Applicants' knowledge of the university's system but also approachability was considered. Her recommendation was presented to Executive Committee members for their discussion and vote.

A motion was made by Senator Wigfall and seconded by Senator Luly to approve the appointment as recommended by President Douthit. **Motion carried.**

6. Announcements

A. KBOR meeting report

First reading of tuition proposals, K-State proposed a 2.8% increase which is in line with other KBOR institutions. Carl Ice was elected as chair of KBOR.

B. Any Guest(s) for June meeting?

President Douthit inquired if there are any guests needed for the June meeting. Additionally, she shared Provost Mendez is already scheduled to join us for the September meeting.

Shana will be present to further discuss the Notice of Non-Reappointment (NNR) Policy. No further guests were suggested.

C. Professor and Professional Staff of the Week selections for 24-25 – *(13 faculty and 12 professional staff)*

President Douthit reminded senators that the professor of the week selections will need to be submitted first thing in the fall. We do not yet have a replacement for Candace, so for the time being, these may be sent to our Secretary, Graciela Berumen (gracie3@ksu.edu) by the end of August. A new feature that started a few years ago was the inclusion of professional staff members of the week. An exciting development is the increase in number of recipients for this award. The increase went from **8** to **12**, so that this coming fall, each caucus will also make a selection for this award, eliminating the need for a committee to make those selections. There will be one selection per caucus. More information will be sent to caucus chairs later this week.

Senator Von Bergen shared that Chief of Staff Marshall Stewart was behind approving the increase in the recognition of professional staff members of the week. Dr. Stewart encourages recognized staff to celebrate and enjoy the free basketball tickets. He also emphasized that these seats need to be filled, and so if awardees will not be in attendance, they should invite someone else to enjoy the tickets.

7. Open discussion period for senators as needed

President Douthit mentioned the search for the replacement for Candace failed. Past President Von Bergen shared that all of Faculty Senate needs to support the Faculty Senate President for some time until the new Faculty Senate Office Specialist is in place and functioning well. Patience, grace and understanding by all senators during this time of transition will be needed and appreciated.

8. The meeting was adjourned at 4:34 p.m.

Respectfully submitted by:
Graciela Berumen,
Faculty Senate Secretary

Next meeting: August 27, 2024; 3:30 pm, room TBD

**ACADEMIC AFFAIRS
PROPOSED ITEMS FOR CONSENT AGENDA**

Approve to place the following course and curriculum changes and graduation list additions (retro conferrals) on the upcoming Faculty Senate consent and/or discussion agenda as needed:

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:2420/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Agriculture	AGED - 430 - Leadership Development in Agricultural Youth Organizations HNR - 115 - Special Topics in Horticulture and Natural Resources
Arts and Sciences	ART - 202 - Art and Insects BIOL - 743 - Advanced Ornithology ENGL - 213 - Writing Arguments for Architecture Students MC - 306 - Photographic Storytelling MUSIC - 101 - A New Rhythm: Cultivating a Healthy Life in College and Beyond PHYS - 109 - Astronomy
Education	EDACE - 831 - Teaching and Leading Multigenerations of Adults EDSP - 835 - The IEP Process in Special Education
Engineering	BAE - 643 - Life Cycle Assessment BAE - 843 - Advanced Life Cycle Assessment BAE - 864 - Advanced Green Infrastructure Design and Assessment CNS - 628 - Precast and Prestressed Concrete Construction Management
Health and Human Sciences	PFP - 305 - Advanced Personal Financial Planning
Leadership Studies	LEAD - 310 - Strengths Peer Coach Practicum
Olathe	AAI - 395 - Undergraduate Topics in Applied and Interdisciplinary Studies

	AAI - 495 - Undergraduate Special Topics in Applied and Interdisciplinary Studies AAI - 595 - Undergraduate Advanced Topics in Applied and Interdisciplinary Studies AAI - 695 - Special Topics in Applied and Interdisciplinary Studies
Veterinary Medicine	CS - 856 - Large Animal Surgery Current Literature DMP - 691 - Introduction to High Containment Laboratory Topics and Techniques DMP - 710 - Introduction to One Health DMP - 754 - Introduction to Epidemiology DMP - 802 - Environmental Health

CURRICULUM: *<https://kstate.curriculog.com/agenda:2421/form> (*copy and paste the link into your browser if clicking on it gives you an error message)

Agriculture	Agricultural Communications and Journalism (BS) - Environment Option
Business Administration	Management Information Systems (BSBA) - FA25
Health and Human Sciences	Health and Human Sciences (PhD)
Olathe	Master of Science in Applied Biosciences (Professional Science Masters Affiliation)

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

1. Monthly Retro conferral list - as submitted by the Registrar's office.

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:2422/form>
(*copy and paste the link into your browser if clicking on it gives you an error message)

Arts and Sciences	Clinical Psychology Undergraduate Certificate Politics, Philosophy, and Economics of Health Policy (Certificate)
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Proposed Revision to University Handbook

Section C60, C160.1, and C170.3

Notice of Non-Reappointment

Proposal received from the Human Resources on May 28, 2024

Rationale: Kansas Board of Regents conducted a review of notice of non-reappointment policies at the Kansas regent institutions. Kansas State University was found to be a significant outlier with our one-year notice of non-reappointment (NNR). KBOR initiated a policy that we must be compliant with by July 1, 2024. The recommended handbook changes are outlined in various portions of Section C that are needed to bring us into compliance with the KBOR requirement that Notice of Non-Reappointment (NNR) be no more than 90 days. A working group drafted the proposed handbook alignment that would allow us to move forward with the policy implementation.

Proposal:

Reappointment: Regular Non-Tenure Track Appointments

C60 Definition. Faculty members on regular non-tenure track appointments (see [C10](#)) are evaluated annually to determine whether or not they will be reappointed ~~for another year~~. These faculty members must be explicitly informed in writing of a decision not to renew their appointments in accordance with The Standards of Notice of Non-Reappointment. (See ~~C162.3~~[C160.1](#).)

C160.1 General standards for non-reappointment. The Kansas Board of Regents has adopted The Standards of Notice of Non-Reappointment set forth by the American Association of University Professors in the autumn of 1964 [for tenure track faculty](#). (See [Appendix A](#). Also see AAUP Statement on Academic Freedom and Tenure, [Appendix C](#).)

[Persons holding regular unclassified professional or non-tenure track appointments are subject to the regents policy as defined in the PPM ????? \(link here\)](#)

C170.3 Persons holding regular or term unclassified professional appointments may be terminated without cause, provided that notice is given according to the schedule below. This notice is called notice of non-reappointment.

~~During the first year of service, the individual must be notified by March 1 if he/she will not be reappointed for the next fiscal year. During the second year, notification of the non-reappointment for the next fiscal year must be made by December 15. Thereafter, the individual must be provided 12 months' notice if he/she will not be reappointed. (The first year of service ends with the fiscal year in which the individual was first appointed, unless the date of the appointment was after September 30. For those whose initial appointment was effective after September 30, the "first year" ends with the fiscal year after the year of appointment. However, in no case shall more than 12 months' notice be required.)~~

[Regular unclassified professionals are on continuous appointment. Individuals must be provided notice of non-reappointment according to university policy \(C160.1\)](#)

| All appointments to term positions will be temporary appointments ending at or before the end of the term. Should need or money for the position be extended, a new term may be established with the approval of the dean or that appropriate vice president. In such instances, the incumbent may be appointed for the new term or a portion thereof without the position being declared open for initiation of a search process.