

MINUTES
KSU Faculty Affairs Committee Meeting
February 2, 2010 3:30pm

In Attendance: Judy Hughey (co-chair), Kaleen Knopp (co-chair), Jim Bloodgood, Bob Condia, Beth Davis, Rebecca Gould, Elaine Johannes, Jim Nechols, Amy Schultz, Ellen Urton, and Naiqian Zhang

Guest: Fred Fairchild

1. Approval of Jan 19, 2010 minutes

(Nechols recommended a change to more accurately describe the upcoming process for appointing an interim dean of the College of Agriculture.)

--minutes were unanimously approved with suggested amendment

2. Announcements

--Process for posting changes to the University Handbook (Hughey):

- Hughey corresponded with the Office of Academic Personnel and with Leadership Council to detect and correct problems in the process.
- Currently, changes go into effect as soon as they are posted to the online version of the UH (having first traveled through the proper channels).
- The FAC supports a single effective date for changes to the UH (with the exception of circumstances that necessitate swift turn-around).
- Leadership Council is considering June 30th as the effective date, as well as how to incorporate flexibility for time-sensitive issues. Also need to consider how to alert departments to changes that may initiate changes to departmental procedures.

3. FAC Subcommittee work

A.) University Handbook Committee (Hughey)

- Judy Hughey agreed to chair
- First Reading: Department of Clinical Sciences & College of Vet Med Clinical Appointments (UH C12.2) – The Department of Communication Sciences and Disorders and Marriage & Family Therapy has requested a UH revision to allow clinical language to be used with faculty in departments in other than just Vet Med.
 - FAC would like to see the original, strike-through and revised copies of the document
 - Hughey will distribute electronically and facilitate discussion via e-mail

B.) Policy and Procedure Electronic Library (Guest: Fred Fairchild)

- Fairchild presented the Policy & Procedure Electronic Library in progress (<http://www.k-state.edu/policies/ppm/UPPL/Home.html>); some samples are live
- Committee charge: ensure all information is findable, complete and cross-referenced, determine format/templates and create categories.
- The Office of Academic Personnel is responsible for the content. Who will be charged with updating the PPE Library? Possibly Warren Strauss.
- Ex.: Under Personnel & Human Relations”, click on “60.210 Conflict of Interest and Conflict of Time Commitment” – notice the “References” on the right (Issue or Revised date, Previous Reference, Responsible Office, etc.)
- Suggestions: would be helpful to hyperlink to the cross-referenced documents; need a means of making global edits; consider an index (already considering a search box)
- Next steps: consider procedures for implementation

C.) Technology and Textbook Committee (Bloodgood)

- Gould: the plan goes to the Provost soon, watch for an announcement during week of 2/16

D.) Faculty Salaries and Fringe Benefits Committee (Varnadore)

- Knopp: The committee will share the facts sheet with the regents in 2 weeks
- Varnadore will attend a FAC meeting in March

E.) Open Access/Scholarly Publications/Electronic Periodicals (Askey, Urton, Nechols)

- Urton: The subcommittee met with members of the K-State Libraries Repository Services Team (RST) last week (Marty Courtois from iTAC and librarians Tara Baillargeon and Beth Turtle). The RST is charged with managing the K-State Research Exchange (K-REx, institutional repository). They work with K-REx submitters and educate faculty regarding K-REx specifically as well as the broader issues related to the Open Access movement and implications for the academic community.
- Nechols: Meeting was productive, identifying different categories of Open Access, and discussing some of the benefits and challenges; most of the discussion on K-REx and other repositories, but also included access to periodicals, etc.
- The subcommittee will present info gathered and outline next steps for the next FAC meeting.

F.) Open Courseware (Hughey)

- On Jan 22, 2010 Dr. Dan Carchidi (Publication Director) and Steve Carson (External Relations Director & President of the OCW Consortium) participated in the MIT Open Course Ware conference call with several K-State participants.
- Hughey shared notes from the conference call and some information on the Open Courseware Consortium. She encourages FAC members to learn about it and direct any questions to Virginia Moxley or Marcia Stockham.
- Open Courseware is another product of the Open Access movement and the benefits of participation are similar to that of including work in K-REx.
- Johannes: Dan Carchidi is the keynote speaker for the upcoming Great Plains IDEA annual meeting

4. Language of Instruction Committee (Nechols Schultz, Hughey)

- This is a first reading.
- Nechols: summarized the rationale behind several changes: acknowledge current means of communication beyond the telephone; include anyone who would have a role in classroom instruction – not just faculty; address inconsistencies in the UH
- Schultz: In addition to speaking, instructors need to be able to engage in a discussion; listening comprehension is as important as reading and speaking. Still need to investigate which tests evaluate listening.
- Proposal would evaluate prospective instructors before they are allowed to begin classroom teaching.
- Considerations:
 - Would we waive this test for candidates who score 22 for both speaking and listening?
 - Would scores on a test taken in the past be acceptable?
 - Board of Regents policy does not require written test; panel determines competency
 - How does this affect Extension positions? Out-of-state instructors?
 - Assessment done before someone is approved to instruct?
 - Pass TOEFL to get here, then held to a different standard if teaching?
 - If ELP is part of assessment, do they have the personnel and time to do so?
- Zhang: Will this be a standard that will influence whether or not someone is hired?

- Nechols: Wish to avoid redundancy, but may need a second opportunity to evaluate
 - Zhang joined the committee
 - Knopp: Recommend that the committee meet with the Office of International Programs and Extension to discuss further
5. E-Portfolio Task Force (Gould)
 - Gould: the task force met last Friday to discuss research and examples from K-State Libraries, College of Business and College of Education.
 - The role of the task force is to investigate the feasibility of the e-portfolio option, consider implementation requirements and draft a report to the Provost.
 6. Modified Work Duties – Draft prepared by Senior Vice Provost Dyer
 - Hughey presented a document “Draft 12-01-09, Modified Instructional Duties for Faculty” authored by Senior Vice Provost Dyer which has been approved by the Deans Council.
 - This document applies to faculty only and its intended destination is the UH.
 - Hughey asked that FAC members refrain from sharing the document before she has permission from Dr. Dyer.
 - The FAC requested that Dr. Dyer attend an upcoming FAC meeting to speak to her intentions/rationale and concerns over parity (why this only applies to faculty), implications for split appointments, time line, and relationship to the Women of K-State Initiative, etc.
 - Question: Will Dr. Dyer accept edits to the text?
 - Submit questions/comments to Hughey by Monday (2/8/10); she will relay them to Dr. Dyer.

Agenda items #7 – 10 tabled until the next FAC meeting:

7. Tuition Waiver for Dependents – Update
8. Faculty Issues re: Students with Special Learning Concerns
9. Old Business
10. New Business

The February 16, 2010 meeting has been cancelled.

Our next meeting is scheduled for Tuesday, March 2, 2010 in the Union, Room 205.

Adjourn: 5:25pm