

**Minutes**  
**Faculty Senate Faculty Affairs Committee**  
**October 6, 2009**

In Attendance: Judy Hughey, Kaleen Knopp, Bob Condia, Jim Bloodgood, Beth Davis, Carol Kellett, Ellen Urton, Jennifer Askey, Naiqian Zhang, Rebecca Gould, Elaine Johannes

Visiting: Yolanda Howard

1. Approval of Agenda—unanimous
2. Approval of Minutes from September—unanimous
3. Faculty Handbook & Policy Committee (Knopp)

Yolanda Howard should be arriving to discuss the work of the subcommittee. In the initial two meetings they laid the groundwork for liaisons and their roles and established lines of communication.

Susana Valdovinos has a list of immediate issues that call for prompt attention in the UH. This effort will run parallel to the big-picture job of editing the UH as an entire, cohesive document.

A group of people (including Valdovinos) is going to work on establishing a digital policy library for KSU that would include the student handbook, the UH, the policy and procedures manual, etc. (this is long term)

Condia questioned whether it would be to our advantage to have a set beginning-of-year date for the “current” UH, instead of updating the UH on a running basis as is the current policy. Hughey commented that UH changes that deal with contracts/employment for faculty go into effect at the beginning of the semester and urgent issues get implemented as soon as they are passed. Knopp suggested that Yolanda Howard and her subcommittee take that up in their work. Condia expressed his interest in seeing the “living” UH be transformed and made as “dead” as possible—so that surprise changes in policy do not take people by surprise.

Howard: outlined their task in the upcoming year.

Consistent style and format for the UH.

UH divided into sections, each addressed by a subcommittee member. KSOL course to be created for the subcommittee, to facilitate sharing of documents. FAC members will also be in that class, so that we can stay informed of what is changing in the document.

(Note: please make sure that we as individuals bring discrepancies or issues to light on the KSOL message board.)

4. Administrative Evaluation (Knopp)

FAC had approved wording on this at the last meeting. Exec Council questioned some wording choices in the document. FAC discussed and amended the document for wording choices. This will be a voting item in Fac Sen.

5. Faculty Evaluation (Hughey, Nechols, Schultz, and Askey)

Our amendment to the UH involving faculty evaluations passed Exec Council unanimously. We will be voting on it in October.

6. Subcommittee to address Graduate Grievance Policy (Hughey and Johannes)

Meeting to take place tomorrow.

7. Technology and Textbook Committee (Bloodgood)

Yolanda Howard is working on a technical solution for the various university bookstores.

Aim is for a link from iSIS out to the university bookstores. In the future, iSIS might be able to capture this information and display within.

It is NOT the case that faculty members will have to supply their book lists any sooner. TBD is fine until the CORRECT information is available.

There will be a communication campaign informing faculty members and deans of the changes being implemented.

8. Tuition Waiver for Dependents

Taskforce formed, has not yet met. Marcia Stockham and Karlene Varnadore are co-chairing.

8. Faculty Salaries and Fringe Benefits Committee

No report at this time. They will meet with FAC regularly to keep us updated.

9. E-portfolio taskforce (FAC and provost's office)

Ruth Dyer asked if it would be better to wait until Lynn Carlin's replacement (CIO) has been hired.

Knopp expressed her belief that it makes sense for FAC to do the work of our committee (usability and feasibility of e-portfolios; parameters; etc.) now, so that the new person can be brought up to speed. Given the work already done by members of the Library faculty, it makes sense to keep the conversation going.

Urton and Gould voiced the shared belief that we should forge ahead on this project—since the tech portion of this project is the smallest portion of it.