

**Kansas State University Faculty Senate
Faculty Affairs Committee Minutes**

May 15, 2012 * 3:30 pm * Bluemont Hall 021

Present: Associate Provost Niehoff, Senators Davis, Perez, Armbrust, Linville, Willbrant, Hsu, Markham, Warner, Knopp, Hughey, Jani, Fritch

1. Introductions of new senators

- Senators introduced themselves to the Committee.
- Senators Hughey and Knopp gave concluding remarks and thanked everyone for their dedication and work. Senator Hughey remarked that the work the FAC senators have done the last years have made positive changes both in Senate and across the University as a whole. Senator Knopp also thanked everyone and welcomed the new senators.

2. Chair Nominations/Election

- Senator Hughey reminded FAC senators that she had sent out an email with David Thompson and Melia Fritch CVs and that it is her recommendation that the FAC have co-chairs – she suggested that the first and second place senators from the election today be elected as co-chairs.
- Senator Knopp nominated Melia Fritch as a new chair and briefly introduced Fritch's credentials. Senator Jani seconded the nomination.
- Senator Hughey nominated David Thompson and introduced him and his areas of expertise, education, and accolades. She also added that her nomination of Thompson does not imply that she does not support the nomination of Fritch. Senator Davis seconded the nomination of Thompson.
- Senator Jani asked if Thompson and Fritch would be running as co-chairs. Senator Hughey explained that the option was a possibility but that FAC members must make the decision themselves.
- Senator Hsu announced his candidacy for chair and gave his credentials and experience in the FAC, Senate as a whole, and his service to the University. He explained why he wanted to be in the leadership role and stated that he agreed that FAC needed to have co-chairs rather than just one chair.
- Senator Davis asked if it would be possible for them to vote for two candidates at a time. Senator Hughey stated that the decision was up to the group to decide. Senator Knopp added that senators could also vote for one person and the top two candidates could decide if they wanted to co-chair together.
 - Senator Davis moved to have the option to vote for two candidates at one time. Senator Warner seconded the motion. The motion carried to give the senators the option for vote for two candidates at a time.
- Senator Hughey distributed ballots to committee members and then collected them in a manila file folder. Senators Knopp and Willbrant counted ballots while FAC members moved on to next agenda item.

3. Approval of May 1, 2012 Minutes

- Senator Perez moved to approve the meeting's minutes. Senator Hsu seconded. No discussion. Motion carried unanimously.

4. Updates on University Handbook revisions

- Senator Hughey gave FAC senators an update of the revised UH sections, the questions asked by senators at the most recent Faculty Senate meeting, and the final revisions made by UH Committee.
 - The UH Committee took the issue about the procedure for dean evaluations and when the advisory committee was formed to the offices of Affirmative Action (Susana) and General Counsel (Lindsey).
 - There will be a sentence added as in C 162.3 regarding non-reappointment that Lindsey from General Counsel will be adding. It will pertain to how long a faculty member has after being told he or she is not reappointed (especially pertinent for faculty such as in the Libraries where it could mean either fiscal or academic year), as it was not clear in the Handbook.
 - The numbering of sections in the Handbook will be adjusted – to be sequential – but first careful documentation must be made about what sections were changed and what they were changed to so that when tracking referring documents, people can still find the relevant section in the new numbering. The UH Committee members have been adding the titles of sections in addition to the numbers to assist in the process.
 - Senator Knopp asked if there would be a cross-referencing document available that will list each change. Senator Hughey stated that there will most definitely be one.
- Senator Knopp verified that the UH Committee was addressing the request from Senator Easton about the dean evaluations. FAC senators discussed the issue of anonymity in the evaluations and the importance of faculty feeling confident that they will be protected when giving their evaluations versus the argument from General Counsel that the anonymity contradicts legal and/or constitutional rights.
 - Senator Jani asked why faculty are evaluated every year but that deans were evaluated only every five years. Provost Niehoff explained that deans are evaluated annually by their supervisors, similar to faculty; however, every five years there is also a 360 evaluation where feedback is solicited from others in addition to the supervisors.
 - Senator Hsu asked about inviting General Counsel to a FAC meeting to explain the protections that they refer to about constitutional rights. He added that though he was not aware that 6th amendment provided protection for non-criminal, there may be other jurisprudence issues at play and he would like more information regarding rights of the unit head are actually protected.
 - Senator Hughey stated that the section revision will proceed through for approval, including to the attorneys for feedback, and if the issues about rights are raised again, FAC could then invite General Counsel to a

meeting to explain – though Senate will have the final say regarding any recommendations from General Counsel.

- Senator Hughey stated that she met with Senior Vice Provost Dyer and General Counsel to discuss the renumbering. They decided that throughout the UH, there would be gaps left between sections (every five) to leave room for additions to be made to the UH. In the sections regarding the Olathe campus, there is more of a gap in spacing left because there is potentially more additions coming to that particular section.
- Senator Hughey plans to remain on the UH committee to finish the revisions. She will make all corrections and adjustments that have been discussed in Section C and have the section sent in its entirety to the FAC to vote on its approval. The remaining sections (E, combined H-J) will also be sent to FAC for approval. Senator Hughey also stated that an entire copy of the of UH will be given to FAC members to for reference
- Senator Knopp asked Senator Hughey to review the status of each of the sections for the benefit of the new members.
 - Senator Hughey explained that biggest changes are not policy changes but rather organizational changes: clarification of titles, headings, active language, etc. The policy changes that were made were to change archaic policies that have not been practiced in years. Additionally, the UH Committee added links to the PPM and other original sources rather than continuing to change it in the handbook.
 - Senator Hughey gave a status update on each section:
 - Sections A & B were passed by Senate.
 - Section C is still being revised by the UH Committee
 - Section D has also passed Senate
 - Section E has not yet been given to FAC
 - Section F is with Executive Committee – the Committee is waiting to vote on this section after CAPP has approved it.
 - Section G has been passed by FAC
 - Sections H-J (now combined) is still with UH Committee
- Senators Knopp and Hughey explained connection between the subcommittees of the University Handbook Committee and Faculty Salaries and Fringe Benefits Committee. The FAC examines and addresses policy while the UH committee examines consistency and may raise policy questions that will then be given to FAC for consideration.

5. Chair Election Results

- Senators Knopp and Willbrant announced that election results:
 - Senator Fritch: 11 votes
 - Senator Thompson: 8 votes
 - Senator Hsu: 5 votes
- Senator Knopp stated that at this time, Senator Fritch will step into the FAC Chair position and that FSLC will need to approve the co-chair positions if the decision is made for Senators Fritch & Thompson to co-chair FAC.

6. Faculty Senate Special Session Discussion

- Senators Fritch and Knopp invited senators to give feedback regarding the special session of Faculty Senate with the University Administration.
- Senators discussed feedback given by their caucuses – many were appreciative that Faculty Senate made the opportunity available and that there was a great turnout by faculty and unclassified professionals.

7. Meeting Adjourned.