

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

**September 6, 2011 – Union 205 – 3:30 to 5:00pm**

Present: Knopp, Hughey, Holcombe, Davis, Johannes, Anderson, Fullmer, Willbrant, Niehoff, Hsu, Cochran, Ehie, Fritch

## **1. Approval of Agenda**

- Senator Hsu moved to approve agenda; Senator Hughey seconded; motion passed unanimously

## **2. Approval of Minutes: 5.3.11**

- Tabled until next meeting (September 20, 2011)

## **3. Anti-bullying policy update**

- The committee reviewed the proposed UHB Section D3 – Early draft
- The existing D3 policy is: A fundamental premise of academic life is the inviolable dignity of the individual. Respect for others is essential to the pursuit of the common missions of higher education. Discrimination, harassment, or other conduct that diminishes the worth of any individual person is incompatible with the fundamental values of the university. Every person, regardless of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, or veteran status, shall be treated with respect and dignity (see Appendix J). No person shall be subject to sexual, racial, or similar harassment or abuse, either of physical, verbal, or psychological nature. No one shall be denied equitable consideration for access to employment, to professional advancement, or to the programs, services, activities, and privileges of the university.
- Senator Johannes asked about the language FSFA sent to the provost office regarding the bullying policy we put forward last year. This was based on the Texas A&M and other universities anti-bullying language.
- Citizenship is being put into the existing D3 is not the same as a specific bullying policy.
- Assoc. Provost Niehoff stated the policy also needs to be addressed in the student handbook. Senator Knopp stated Scott Jones is on the work group to assist with coordination.
- Senator Knopp will document the following questions and send them to the committee for review prior to sending them to Sr. Vice Provost Ruth Dyer, the work group chairperson.
  - If we went into a lawsuit would this policy cover us?
  - Does the federal legislation require that we need a bullying policy?
  - What about students bullying a faculty member?
  - Will the work group draft the policy or will FSFA?
  - The current draft addresses only behavior within the department/unit, what about beyond?
- D3 doesn't have enough consequences. It only states "Citizenship will be taken into consideration as part of the overall evaluation criteria in each performance evaluation".
- Senator Holcombe stated the proposed draft states that the policy would be displayed in all of our classrooms and administrative offices.
- Does this remain with the proposed D3 is added to it or to replace it?
- Senator Knopp noted the first sentence was added to begin the policy with a positive note.
- Senator Hughey posed the question could Appendix J be used as a model for the formatting of the new bullying policy
- Senator Knopp suggested we invite members of the work group to come and speak to our committee.

## **4. University Handbook Revisions update**

- Senator Hughey reported that she submitted a draft to Sr. Vice Provost Dyer who has started reviewing it and met with Senator Hughey last week to discuss issues and give feedback.

- One issue that Sr. Vice Provost Dyer raised was about the section of the handbook that discusses postal services, parking services, the Union, and other services on campus. The question raised was if the committee has worked to make the handbook as concise as possible and the handbook is about policy, does this service information belong in the handbook? Senator Hughey requested feedback from the FAC senators.
  - The FAC members discussed the topic. Remarks included that the handbook serves a purpose for a new faculty member, providing basic information for him/her; the handbook predates the university website which now provides extensive information; how is the decision made regarding which services to include which to not include; whether or not all unclassified professionals and faculty represented in the handbook; and general discussion about the background of the University Handbook Sub-Committee.
  - Senator Knopp asked if FAC members could see the draft document to see it in context – where these sections are located and what is being discussed there. Hughey will see if Sr. Vice Provost Dyer is ready to have revisions to give to Hughey and which point she will share with the FAC for further examination.
  - Assoc. Provost Niehoff requested that the general philosophies of the UH Sub-Committee be shared with the FAC members to ensure that no work would be duplicated. Senator Hughey agreed and explained a few of the philosophies at that point, including:
    - Ensuring all language be concise
    - Insert hyperlinks when possible rather than explanatory text
    - Use active voice throughout
    - Remove duplication
    - Ensuring it was online-friendly
    - Verifying that all policy was accurate not contradictory

#### 5. Clinical Faculty policy update

- Senator Hughey reported that she met with Sr. Vice Provost Dyer to discuss the proposal submitted last year by FAC. Sr. Vice Provost Dyer stated that the proposal needs more work before submitting to the Board of Regents. A new group has been formed to do this work, consisting of representatives from General Counsel, Affirmative Action, and Human Resources who will evaluate it in terms of considering effects on tenure and promotion and merit issues. Senator Hughey reported that the group is using the College of Veterinary Medicine's earlier proposal as a guideline. Senator Hughey requested volunteers to work on the document once the newly formed group is finished with their work and sends it back to the FAC. Senators Davis and Anderson both volunteered to work on this project.

#### 6. Contingent faculty / professors of practice issue update

- Senator Knopp reported that the faculty member who originally requested that the Faculty Senate examine the University Handbook with regard to faculty titles and a possible addition of titles such as Professors of Practice has agreed to have his proposal share with the FAC. Senator Knopp will share the proposal with the FAC and members then will decide how to move forward on using the proposal as a foundation to create such a policy in the UH.

#### 7. Re-organization of provost's office staff update

- Assoc. Provost Niehoff explained the new structure within the Provost's office, detailing the new areas of specialization and the reason for the changes within Administration.

#### 8. Faculty & Unclassified Personnel Raise information / discussion

- Senators Knopp and Hughey reminded FAC members that any questions from their respective colleges can be brought to Faculty Senate and to the next FAC meeting.

#### 9. ePortfolio update

- Rob Caffey and Ken Stafford have offered to come to next FAC meeting to discuss the progress of ePortfolio work at the University.

#### 10. FSLC summer work updates (Faculty Senate Leadership Council)

- Senators Knopp and Hughey reported that FSLC met with President Schulz and inquired how Faculty Senators could meaningfully participate in the 2025 initiative. President Schulz requested that FAC members examine 2025 themes and recommend priorities based on our faculty member perspectives and determine how FAC can contribute to the priorities. Senators Knopp and Hughey asked that the FAC discuss with their colleges this assignment and report back to FAC at next meeting. Senator Cochran added that this assignment is important because in order for meaningful conversation to happen, FAC members must provide feedback from the FAC lens. The committee was encouraged to take actively engage in this responsibility.

#### 11. FAC Tracking Sheet for 2010-2011

- Senators Hughey and Knopp reported the updated tracking sheet will be updated.

#### 12. New Business

- Senator Johannes requested an update on Appendix G. Senator Hughey reported that the General Counsel's Office is reviewing it.

#### 13. Adjourn

- FAC meeting adjourned at 5:15pm.