

Kansas State University
Faculty Senate Faculty Affairs Committee
Minutes
December 6, 2011 – Union 205 – 3:30

Present: Senators Hughey, Cochran, Knopp, Fullmer, Anderson, Fritch, Hsu, Holcombe, Ehie, Davis, Willbrant, Associate Provost Niehoff

1. Approval of Agenda – Senator Hughey added a New Business item of discussing a past agenda item regarding the timeliness of teacher evaluations being returned to faculty. Senator Knopp added a similar item regarding advisor evaluations.
2. Approval of Minutes – Senator Hughey moved and Senator Cochran seconded to approve the minutes with sentence-level edits. Motion passes unanimously.
3. UH language regarding promotion and tenure – Email from Professor Dodd
 - Senators reviewed email from Professor Dodd pertaining to C131.
 - Senator Hughey stated that Section C has been discussed by both University Handbook Committee and Faculty Affairs Committee in regards to consistency.
 - Senator Hughey suggested this concern be discussed by both Faculty Affairs Committee and the Deans' Council as this pertains to the Tenure & Promotion policies and practices. Associate Provost Niehoff stated that most T & P documents are department-specific. Senators stated that the University Handbook is broad on purpose so that departments are able to have T & P policies and practices that meet their own needs and the meaning of meeting minimum requirements and timelines.
 - Senators discussed the different definitions of tenure expectations and how different departments set their expectations for both tenure and promotion and the use of the word “exceeds” in T & P documents.
 - Senator Knopp asked the Committee how they would like to respond to Professor Dodd. Senator Cochran stated that it would be good to invite Professor Dodd to the next Faculty Affairs Committee. Members of the Committee agreed that this will be the response from the Committee.
4. Update on Appendix G – Senator Hughey
 - Senator Hughey reported that FSLC met with Provost Mason and Senior Vice Provost Dyer to discuss the current standing of Appendix G.
 - Senator Hughey stated that the group did in fact agree on a document and that the joint effort between all involved was productive and positive. Appendix G was revised to include revisions from the discussion and will be sent out to senators to vote on at next Faculty Senate meeting next week.
 - The content of Appendix G revision was largely the same as the version passed earlier by FAC. Revisions included:
 - General formatting changes
 - Omission of “designee” in the phrase “president or designee” – the Office of General Counsel believes the “or designee” was not needed though work group did believe it was important for timeline purposes in case the president was out of town. However, Provost Mason & the Office of General Counsel believed it not necessary and it was agreed by all to omit it.

- Change of Grievance Board Chair being allowed to meet with Faculty Senate Leadership Council to only being allowed to meet with Faculty Senate President (if he/she felt the need for support).
- Senator Hughey also stated that the two-tier proposal was discussed again and that Provost Mason asked for the rationale was in wanting to keep the ability to grieve merit issues. Senator Hughey and others reinforced the importance to the faculty to have that right – and that there have only been three grievances in the past five years – Provost Mason agreed and the two-tier language proposal was kept out of the revision.
- Senator Hughey reported that it was a very good meeting overall, the discussion went very well, and there should now be a usable Appendix G.
- Senators Hughey and Knopp expressed gratitude to Dr. Dyer for her patient and able assistance throughout this long revision process.

5. Salary Report – Office of Planning and Analysis

- Faculty Salaries and Fringe Benefits is a subcommittee of FAC and they are sent an annual Salary Report from the Office of Planning and Analysis. FAC Senators need to read the Salary Report and review it. If senators see any concerns resulting from this review to bring forward, they are to let FSFB and FAC know. Ernie Perez chairs FSFB, and Senator Fullmer is on the subcommittee. The Salary Report will be on agenda for the next FAC meeting to discuss any recommendations brought forward by FAC or FSFB members.

6. Clinical Faculty Titles – update

- Senator Hughey stated that the Clinical Faculty work group met this past week and they worked with Lindsey from the Office of General Counsel to complete and prepare a report to go to Board of Regents. This should move ahead quickly. The BOR will then give feedback on the document and it may possibly be heard at the next or following BOR meeting.
- The format will then serve the Professors of Practice workgroup if the draft goes through well. It is very brief, 3 or 4 pages, and will be easily duplicated if it meets the needs of BOR.
- A lot of responsibility will fall on the department documents about what will determine a clinical faculty member as opposed to a regular faculty member – that distinction will be important to have for BOR.
- Senators discussed the process of the Clinical Faculty document moving forward once approved by the BOR and whether FS will need to also vote on it or if it will be a Point of Information only. Senators Hughey and Knopp will look into the process and let FAC know.

7. Vision 2025 FAC Workgroup report

- Senator Hughey stated the group met right before the meeting and discussed the themes sent to FAC earlier. Senator Hughey will put together a few paragraphs that summarize the work and send them to FAC for senators to review before voting on them at the next meeting. If approved, it will be sent to FSLC and they will forward all groups' priorities to President Schulz.

8. Old Business

- Senator Knopp stated that anti-bullying policy is still under review as the proposed D.3 was sent to Executive Committee and not approved. FS President Vontz has been collecting feedback from Executive Committee members and will be discussing it with Senior Vice

Provost Dyer. Senator Knopp stated that there are still questions about why the original anti-bullying policy approved by FAC was not put forward the second work group and these questions need clarification.

9. New Business

- Senator Hughey stated that a year or so ago, FAC heard feedback about TEVALS, IDEA forms and other instruments taking a long time to be processed and sent back to faculty, and that faculty were concerned because it was affecting their annual evaluation documents. Senator Hughey and others decided that due to it being a very busy time in that office (working with the new K-State 8 themes), FAC would hold off on bringing concern to Vicki Clegg.
- Associate Provost Niehoff stated that he would contact Vicki Clegg about slowdowns and the possible reasons such as lack of personnel or the office having to shut down between Christmas and New Year's Day. Associate Provost Niehoff also added that the IDEA forms are sent away so we have no control over that timeframe.
- Senator Knopp added that there were concerns brought about the length of time for advisor evaluations to be returned and asked if it would be appropriate for Associate Provost Niehoff to also look into this issue. Senators discussed the advisor evaluations and Associate Provost Niehoff stated that there would be more emphasis being put on retention rates and improving them. This would be one focus item for the new Retention Rates Committee, which will be under the new VP of Undergraduate Studies purview.
- Senator Hughey reported that Provost Mason had reviewed a report and saw data that not all faculty were doing course evaluations (TEVALS and IDEA data only). Provost Mason knew that the report was not the whole picture (not all types of course evaluations were represented in the report), but did ask that FAC senators work to remind everyone that the University Handbook does state that all courses should be evaluated in whatever way they deem appropriate except 9999 courses. Senators agreed that it was important to remind colleagues to do so as all students need the opportunity to evaluate every faculty member whom they're paying to teach them.
- Senator Knopp reported that FLSC met and had a productive meeting yesterday afternoon with Roberta Maldonado-Franzen from Affirmative Action and senators Mickey Ransom, Jerry Frieman, Provost Mason, and Senior Vice Provost Dyer. The group had a very specific and revealing conversation about Appendix J/PPM 3010 and shared all the feedback received from senators and faculty. Roberta made a list of the feedback and FS President Vontz recommended that a group comprised of Roberta and senators be formed to address the concerns (such as exactly who is a mandated reporter on campus, and where reports should be made).
- Senator Knopp reported that the FSLC met with Chief of Staff Jackie Hartmann and discussed the role of Office of General Counsel in the policy making process. Hartmann made a list of the concerns that were brought forward and will work with FSLC on communicating these to OGC, and achieving some clarity on this issue.

10. Adjourn

- Adjourned at 4:45p. Next meeting will be on January 17, 2012.