

Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
April 7, 2015, 2015
3:30pm - 205 K-State Union

Present at the meeting: Jeff Stevenson, Betsy Cauble, David Lehman, Lotta Larson, Todd Easton, Christina Geuther, Mindy Markham, Brian Niehoff, and Charlotte Self

Absent at the meeting: Vibha Jani, Charlie Barden, Eric Dover, Gayle Doll, Derek Mosier, and Kurt Lockwood

❖ Approve Minutes

- March 3, 2015 minutes were approved unanimously electronically on March 4, 2015.

❖ Old Business

➤ International Travel and International Research Activities

- Paul Lowe from Pre-Award Service and Maureen Redeker from the General Counsel's Office attended the meeting to discuss policy changes for international travel and international Research. A lengthy discussion followed their introduction. Highlights of the discussion follow:
- International Travel
 - The University needs to know when you are traveling internationally for both safety and informational purposes. Simply sending them a copy of whatever form you complete in your department offices for out-of-state travel will be sufficient for the time being.
 - If you are traveling with students, it is necessary to go through the Office of International Programs (OIP) to assure all insurance and other contracts are in order. In addition, OIP is in the process of developing international contract with hotel chains to reduce costs for international trips, so they can assist with booking your stay.
- International Research Activities
 - Conducting and traveling internationally involve several legal issues related to two federal acts:
 - ◆ Foreign Corrupt Practices Act
 - No training about this act currently exists. The General Counsel's Office will include a discussion of this Act when they complete whatever training for international research activities.
 - ◆ Import/Export Control Act (May not be exactly the correct name.)
 - Online training through the Research Compliance Office currently exists. Important for all faculty traveling to foreign countries to complete the training.
 - General Counsel's Office Role
 - ◆ Assure all research projects conducted in foreign countries are done so in compliance with the foreign country's laws.
 - ◆ Must approve all contracts or change of a contract.
 - Requires 6 weeks of lead time, because will need to contact a local counsel to review the contract.
 - Departments/Units responsible for the cost of engaging a local counsel.
 - ◆ Triggers for General Counsel's Involvement when conducting research in a foreign country.
 - Opening a bank account.
 - Establishing office space.
 - Engaging/employing service providers, e.g. conference space.
 - Traveling with students.
 - Exchange of money.
 - Suggestions for going forward
 - ◆ Work with departments/units to develop training materials.
 - ◆ Develop a checklist based on the type of international activity that is available for the faculty.

Due to the length of the discussion; we did a quick preview of the following agenda items:

- Ombuds Program Discussion

❖ New Business

- Concerns regarding C46.1
- Term Assistant & Associate Professors
- Conduct Questions on Admission Application
- Shared Services Draft Plan
- Faculty Affairs Committee Leadership for 2015-2016

We will discuss the above items at our next meeting.

Respectfully submitted,

Betsy Cauble