

**Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
February 6, 2018**

3:45 p.m. – Business Building 2123

Attendance: Charlie Barden, Jason Bergtold, Amy Betz, Ethan Erickson, Troy Harding, Daniel Ireton, Mindy Markham, David Procter, Don Saucier, and Charlotte Self

Guests: Cliff Hight and Scott Finkeldei

❖ **Call to Order Faculty Affairs**

The Faculty Affairs Committee meeting was called to order at 3:49 p.m.

❖ **Approve Minutes**

➤ **January 16, 2018 Minutes (Attachment with draft minutes)**

Minutes were approved as submitted.

❖ **Old Business**

➤ **No further update on Section E, Sabbatical Leave**

Ruth Dyer just sent an email to Charlie Barden and David Procter regarding Sabbatical leave. They will read this information and we will discuss it at the next Faculty Affairs meeting.

➤ **Conflict resolution update**

The Ombudspersons training is developed and will launch later this month.

The Mediation Coordinator, Terrie McCants, retired from K-State. Jay Stephens with HCS will meet with President Lindshield on Friday to discuss the future of this position.

❖ **New Business**

➤ **Review proposed revision of Handbook section C162.3 and Appendix A, dealing with non-reappointment of untenured faculty, with David Procter.**

David Procter discussed this proposed revision with Ruth Dyer and she indicated they were trying to make the handbook clearer. If a policy is discussed in one place in the handbook, it should only be included in one place in the handbook and it may be referenced in other places. In C162.3 we will reference Appendix A where this policy regarding non-reappointment of untenured faculty is discussed. This is not a change in policy; rather they have adopted the Board of Regents policy, which is written in Appendix A. It was moved by Senator Ireton and seconded by Senator Betz to approve the proposed revision of Handbook section 162.3. Motion approved.

➤ **Course Content Records Retention Schedule**

Cliff Hight, University Archivist, and Scott Finkeldei, Interim Director of the Office of Mediated Education, brought forward a draft for a policy on a records retention schedule to receive feedback. The proposal described the types of records covered by this retention schedule, retention length, and restrictions. In the proposal, it states that course records should be retained for 5 fiscal years from the end of term when the course is taught. According to this proposal, materials would be retained on Canvas for 5 years and then those records would no longer be available to faculty and units. Because we license Canvas, we cannot intend to use Canvas for long-term storage due to the expense.

A question was raised regarding whether or not pertinent data (e.g., gradebook) in Canvas could be downloaded and stored locally at K-State before the course content is deleted. Scott Finkeldei indicated that this could be

possible. Individual units may need to retain and store data relevant for accreditation if their accrediting body requires that documents be retained longer than 5 years. Scott indicated that they are discussing how units could report that they need to keep content longer and get assistance with this. Cliff indicated that they are working on an automated system to notify faculty individually when courses are getting ready to be deleted so faculty could export content before it was deleted.

A question was raised regarding courses that are manually created in Canvas (e.g., for search committees, etc.) and how this policy affects those courses. Scott indicated that this policy will not apply to courses that are manually created (i.e., not created from KSIS). Cliff and Scott indicated that they are happy to answer any questions that come up regarding this policy and they encourage committee members to send them additional feedback.

➤ **Appendix O**

The Vice President for Research, Peter Dorhout, has been making revisions to Appendix O of the University Handbook based on regulation updates, and he would like to bring this forward to Faculty Affairs. The VPR is not available during the Faculty Affairs timeframe, so Charlie will see if he can either attend a University Handbook Committee meeting or send another representative to an upcoming Faculty Affairs meeting.

➤ **Faculty Affairs Leadership**

David Lehman is not able to serve as co-chair for Faculty Affairs in the next academic year. Both Charlie Barden and Amy Betz indicated they are willing to serve as co-chairs. We will vote on this at a future meeting.

❖ **Next Meeting: February 20, 2018 (Business Building 2123) at 3:45PM.**

❖ **Adjourn**

The meeting was adjourned at 4:47 p.m.