

**Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
October 17, 2017**

3:45 p.m. – Business Building 2123

Attendance: Charlie Barden, Jason Bergtold, Ethan Erickson, Troy Harding, Judy Hughey, Daniel Ireton, David Lehman, Mindy Markham, Tendai Munyanyi, Brian Niehoff

Guest: Jennifer Bormann

❖ **Call to Order Faculty Affairs**

The Faculty Affairs Committee meeting was called to order at 3:45 p.m.

❖ **Approve Minutes**

➤ **October 3, 2017 Minutes (Attachment with draft minutes)**

Minutes were approved as submitted.

❖ **Old Business**

➤ **Section E, Sabbatical Leave. Department heads are also very concerned with the changes in travel support.**

In the previous meeting, an amendment was made to include the following statement: "Grant funds already allocated for travel or sponsored research overhead (SRO) funds may also be used for travel reimbursement." We need to clarify where that sentence is to be.

Questions were raised regarding the language surrounding "leave" and funds available for travel. There are concerns that there are larger issues at hand that may arise with the language changes. A recommendation was made to bring this forward to the FSLC meeting with the Provost staff. Robert Large from the General Counsel Office should be invited as well.

➤ **Conflict resolution update**

This will be an ongoing issue to discuss. In the future we will invite Terrie McCants, the ombudspersons, and Scott Jones to Faculty Affairs to discuss their views of the process at the university to learn more information on how we could help.

➤ **Student Organizations**

We need to invite Maureen Redeker (General Counsel Office), Heather Reed, or Ben Hopper to a future Faculty Affairs. Tendai indicated that a vast majority of the student organizations on campus have registered as Independent Student Organizations. SGA is reviewing the process that exists regarding a review board to hold organizations accountable for actions that take place off campus. Additional concerns regarding implementation were raised and discussed.

❖ **New Business**

➤ **Handbook Section F from Academic Affairs. Need to vote to put on full Senate agenda**

In F115.1 language was added to propose a one-half credit hour. A motion was made and seconded to approve the language in the Handbook Section F. Motion approved.

Jennifer Bormann joined our meeting to discuss the incomplete policy outlined in University Handbook F83. She clarified that discussion ensued regarding the approval process for extending an incomplete and that if a student is extending an incomplete in more than one class, someone should be notified of these extensions in order to reach out and assist the student. The language that came from Academic Affairs includes approval of the

student's College for the incomplete extension so that someone from that college could reach out to the student. Discussion ensued regarding how this would be implemented, including regarding FERPA. A question was raised regarding whether instead of College approval, if Colleges should be notified. A recommendation was made that this be implemented through KSIS in order to use a secure method to share students' grade information. A recommendation was made to amend the following statement, "The instructor may extend the incomplete deadline with departmental and college approval" to be amended to read: "The instructor may extend the incomplete deadline with notification of the student's academic advisor." A motion was made and seconded to approve the language in F83 with the amendment. Motion approved.

University Handbook section F102 was revised to clean up language. A motion was made and seconded to approve this language. Motion approved.

University Handbook section F121 was revised to clean up language. A motion was made and seconded to approve this language. Motion approved.

➤ **Handbook Section C 63, correcting omission. Committee vote or chair approval.**

Following the changes that were made to the non-tenure track language in the handbook, a line regarding the department head's written recommendation letter to the candidate was missing from C63.3. An amendment was made to revise this section to include this language. A motion was made and seconded to approve this change. Motion approved.

❖ **From Committee Members**

No issues were raised.

❖ **Next Meeting: November 7, 2017 (Business Building 2123) at 3:45PM.**

❖ **Adjourn**

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