

**Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
February 4th, 2020**

3:30 PM – Business Building, room 3042 then 2047

Attendance: Jennifer Bormann, Mike Crow, Neal Hubbell, Daniel Ireton, Michael Oetken, David Procter, Sara Rosenkranz, Don Saucier, Charlotte Self, Vicki Sherbert

❖ **Joint Meeting with Academic Affairs**

Meeting called to order at 3:30 pm in room 3042.

➤ **University Excused Absence Policy**

Discussion and input, Academic Affairs will present the proposed amended policy to Faculty Senate.

➤ **Optional Syllabus Statement on Mental Health (see email attachment)**

Discussion and input, Academic Affairs will present the proposed statement to Faculty Senate.

❖ **Call to Order Faculty Affairs – Don Saucier**

➤ Meeting called to order at 4:15 pm in room 2047

❖ **Approve Minutes**

➤ Minutes of January 21st, 2020 approved

❖ **Old and Continuing Business**

➤ **Handbook vs. PPM vs. Provost's website**

Discussion: Provost website has tenure process. Several unanswered questions from the committee that needs to be addressed:

- Where does authority rest? Faculty Affairs can propose a procedure.
- Who has the final authority?
- Who makes the policies?
- How decisions are made?
- Does the Provost get to weigh in on Senate's decision on PPM or Provost? A lot of Policies and Procedures Manual (PPM) is rooted by law such as HR, Purchasing, etc.; several areas in the Handbook have links to the PPM; Provost Website has timing on documents.
- Is there a body that is tasks with ensuring consistencies?

Don will get guidance from faculty senate leadership for the committee recognizes the Handbook, PPM and Provost's Website should never be out of synch.

❖ **New(er) Business**

➤ **Department Head vs. Department Chair in Handbook**

- We need language in the Handbook to define what a DH versus a DC is
- Also need language about Director as well
- University Handbook and Policy Committee should assist

Don will visit with Tanya González

➤ **Promotion and Tenure Document Sections for Community Engagement and Societal Benefit**

Using engagement (e.g., external community engagement as well as internal service engagement) as a more explicit and larger component of P&T processes and documents. Discussion: Have to have something of value to K-State. If new page on community engagement, department should consider the question of whether it is something of value to K-State. Consider how to evaluate the quality of engagement; what are some metrics or descriptions to evaluate and utilize some type of criteria. As the university is evolving/changing, we need to review. Recommend reviewing the department of Communications of Studies that define what engagement looks like should consider reviewing their document that shows what it could look like. If the university values engagement, every department should have a statement of how they value engagement/highlight engagement. There are several avenues to highlight community

engagement such as service, etc. What does engagement look like, faculty should get credit? How does this count, how does the department articulate this? The needs of the department will drive the departmental document and should drive engagement.

❖ **From Committee Members**

➤ **Upcoming: Continuation of the Annual “Budget Book”?**

Dan Ireton: Library used to have a printed book with salaries, reporting line, printed book up to 2017. This was the most popular book the Library had. On the budget office website, change by Board of Regents, not required to have budget book on line. Discussion: This information is useful for salary negotiations. The regents said they can stop producing. The committee will discuss and consider pros and cons for making a recommendation.

❖ **Adjourn**
5:00 pm

❖ **Next meeting: February 18th, 3:30PM, 2047 Business Building**