

**Kansas State University Faculty Senate  
Faculty Affairs Committee**

**Minutes**

**April 6, 2021, 3:30 pm**

**Via Zoom**

<https://ksu.zoom.us/j/837797836>

- **Attended:** Christopher Little, Neal Hubbell, Don Saucier, Kim Charland, Vicki Sherbert, Todd Easton, Jason Hackett, Madai Rivera (for Betsy Draper), Sara Rosenkranz, Maggie Billman, Brian Niehoff
- **Guests:** Tanya Gonzalez, Cliff Hight
  
- **Call to Order Faculty Affairs – Don Saucier and Kim Charland (Co-Chairs)**
  
- **Proposed Syllabus Statement on Classroom Conduct:** Past President Tanya González
  - On behalf of the Faculty Senate Ad Hoc Committee on Social Justice, Past President Tanya González submitted the Proposed Syllabus Statement on Classroom Conduct to the Faculty Senate Faculty Affairs Committee. Past President González provided background on the development of the proposed statement. During development of the proposed statement, the ad hoc committee received input and feedback from faculty and staff affinity groups, leadership, multicultural student organizations, SGA, and general counsel.
  
  - Don Saucier worked on live updates to the document during the meeting as committee members and guests provided feedback and comments. The title of the revised document was changed to Statement on Mutual Respect and Inclusion in K-State Teaching and Learning Spaces.
  - The revised Statement on Mutual Respect and Inclusion in K-State Teaching and Learning Spaces will be a new mandatory syllabus statement.
  - The current mandatory syllabus Statement Defining Expectations for Classroom Conduct [#3 on the current list of statements](#) will be retained.
  
  - Chris Little moved to approve the revised Proposed Mandatory Syllabus Statement on Mutual Respect and Inclusion in K-State Teaching and Learning Spaces. Vicki Sherbert seconded. Approved by Faculty Affairs committee.
  
  - Todd Easton recommended (and Brian Niehoff agreed) that the syllabus statement should go to the Academic Affairs committee.
  
- **Guidelines for Evaluators of Faculty regarding COVID-19 Impact Statements**
  - Discussed a **proposed change** to first sentence under **Delay in Tenure Clock Reminder** from “Faculty were given the option to request and be granted COVID-related extension on their tenure clocks” to **“Faculty were granted one-year COVID-related extensions on their tenure clocks.”**
  - The purpose of proposed change is to clarify that the COVID-related extension is an opt-out rather than opt-in extension per Provost Taber’s March 20, 2020 letter.
    - <https://www.k-state.edu/provost/about/fromtheprovostsdesk/fy2020/Taber-One-Year-Extension-on-Tenure-Clocks-for-Probationary-Faculty-3-20-20.pdf>

- Don Saucier worked on live updates to the document during the meeting as committee members and guests provided feedback and comments.
- The first sentence under **Delay in Tenure Clock Reminder** was changed to “In Spring 2020 faculty were granted [one-year COVID-related extensions](#) on their tenure clocks.”
- The hyperlink references Provost Taber’s March 20, 2020, letter to University Leadership, Faculty, Unclassified Professionals re: One Year Extension on Tenure Clocks for Probationary Faculty.
- Todd Easton moved to approve the Guidelines for Evaluators of Faculty regarding Covid-19 Impact Statements with the change in the first sentence under Delay in Tenure Clock Reminder noted above. Neal Hubbell seconded. Approved by Faculty Affairs committee.
- **Approved March 16, 2021 Minutes** as revised
- Maggie Billman moved to approve the March 16, 2021, minutes as revised. Vicki Sherbert seconded. Approved by Faculty Affairs committee.

The following agenda items will be discussed at the April 20 meeting.

- **2021-2022 Faculty Affairs Leadership (Co-Chairs)**
- **Committee Reports**
  - **Salaries and Fringe Benefits Committee:** Todd Easton
  - **University Handbook and Policy Committee:** Betsy Draper
  - **Communication Working Group:** Jason Hackett
  - **FSCOT Special Meeting on Academic Tools:** Don Saucier, Faculty Affairs representative
- ❖ **Old and Continuing Business**
  - Report on Promotion and Tenure Document Sections for Community Engagement and Societal Benefit  
Subcommittee: Neal Hubbell, Michael Oetken, Don Saucier
    - Provide recommendations to the Provost’s office from Faculty Senate about how best to assess and include Engagement and Diversity in the University-level T&P documents
    - Provide a “white pages” report to FS Leadership first
  - Report on Department Head vs. Department Chair in Handbook  
Subcommittee: Vicki Sherbert, Sara Rosenkranz, Kim Charland, Brian Niehoff
    - Define and assess what the standard definitions are across the academy and how they are used at K-State. If there are differences between the general definition and K-State’s working definition, how can we standardize the use of these terms across our University?
    - Can we settle on definitions that can go into our handbook for clarification?
  - **Issues facing faculty in the COVID-19 era?**
    - **Concerns** re: negative feedback received for working and/or teaching online from home

## ❖ **New Business for 2020-2021**

- Items from Faculty Senate Year-Long Agenda (what should our products be?)
  - 1. Participate in and advocate for faculty and staff in the COVID-19 planning process
    - Make recommendations to Administration about specific guidance related to evaluating faculty and staff regarding their teaching, research productivity, service, etc.
    - What are the concerns related to teaching issues and challenges last spring?
    - How do we continue this conversation with Administration?
    - What are the research concerns?
    - Hope to provide recommendations guidance for what this means to faculty. (Tenure review, Yearly evals)
    - Reasonable guidance for Research/Scholarship, Service and Advising
    - List of recommendations directed to Administration and College Units
    - Implementation of furloughs and challenges between colleges
      - ✓ COVID-19 Impact Statement Guide approved by Faculty Senate (02/09/2021)
      - ✓ COVID-19 Impact Statement Guidance for Evaluators (to Faculty Senate 04/13/2021)
  - 2.e. Review and advocate promotion and tenure, and grievance processes in light of best practices for diversity and inclusion (as items are presented to Faculty Affairs by Social Justice subcommittee)
  - 6. Update FS Constitution – What should Faculty Senate composition look like?
    - **Proposed Faculty Senate Constitution changes re: term representation**
      - ◆ **To Faculty Senate for vote 04/13/2021**
      - ◆ If passed, proposal will go to University Faculty and Professional Staff for vote
  - 7. T&P review and revision – continue our current work; include item 2.e.

## ❖ **Future Business**

- FSCOT resolution; joint meeting with FSCOT
- Honor Code and TEVALs
- Future Shared Governance Update and Feedback

## ❖ **From Committee Members**

## ❖ **Announcements**

- Town Hall meeting: May 10 (8-9 am)

## ❖ **Adjourned 5:00 pm**

## ❖ **Next meeting: April 20, 2021, 3:30 pm**