

Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes
May 4, 2021, 3:30 pm
Via Zoom

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

- ❖ **Attended:** Kim Charland, Don Saucier, Michael Oetken, Neal Hubbell, Vicki Sherbert, Todd Easton, Sara Rosenkranz, Veronica Denison, Nick Saia, Brian Niehoff, Cliff Hight, Chris Little
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- ❖ **Joint Meeting with Academic Affairs Committee:** Proposed Optional University Excused Absence Syllabus Statement
 - Goal was to try and make the syllabus statement as streamlined as possible. Length is an issue with syllabus statements.
 - Last sentence changes: “other” to “their” // “encouraged”
 - *Todd* – brought up issue of whether this should be a mandatory statement since it is a mandatory policy.
 - Both academic and faculty affairs committee members discussed positives and negatives of both mandatory and optional statements.
 - Both committees voted together, and the statement wording was passed.
 - Both committees voted together, and the statement did not receive enough votes to be presented to full senate as a mandatory syllabus statement. It will be presented as an optional statement.
- ❖ **Call to Order Faculty Affairs – Don Saucier and Kim Charland (Co-Chairs)**
- ❖ **Approve April 20, 2021 Minutes**
 - Moved and seconded.
 - Discussion -- adjusted statement wording by Sara R.
 - Committee approved revised version.
- ❖ **Committee Reports**
 - **Salaries and Fringe Benefits Committee:** Todd Easton
 - Received a new salaries table that included more data. Broken down by gender, etc. Comparison to other universities. Todd will share that new data in the future if available.
 - **University Handbook and Policy Committee:** Betsy Draper
 - Committee has been working to include term employees more inclusively in the handbook. Updates to the handbook are almost completed.
 - **Communication Working Group:** Jason Hackett
 - No update.
 - **FSCOT Special Meeting on Academic Tools:** Don Saucier, Faculty Affairs representative
 - Committee will begin meeting in the fall.
- ❖ **Completed Business**
 - **Participated** in and advocated for faculty and staff in the COVID-19 planning process
 - **Approved** Proposed Revision to University Handbook Section B120 and PPM 4410 and 4650 Related to Acting and Interim Language
 - Approved by Faculty Senate 10/13/2020
 - **Accepted** Updated University Handbook and Policy Committee Data Sheet
 - **Revived** Salaries and Fringe Benefits Committee
 - **Approved** Recommended Change to Dependent/Spouse Tuition Grant Policy

- Approved by Faculty Senate 12/08/2020
- Presented to President and Provost at 12/14/2020 FSLC meeting
- A working group has been created. Don Saucier and Todd Easton are members of the working group.

➤ **Approved** Proposed Revisions to University Handbook, Appendix E: Faculty Senate Constitution to Include Term Caucus

- First reading by Faculty Senate 04/13/2021
- Second reading and vote by Faculty Senate planned for 05/11/2021
- If passed, proposal will go to general faculty/unclassified professionals for vote

➤ **Approved** COVID-19 Impact Statement Rationale and Guidance

- Approved by Faculty Senate 02/09/2021

➤ **Received** 2019 Status of Faculty Salaries Report from Salaries and Fringe Benefits Committee

- Received by Faculty Senate 03/09/2021

➤ **Approved** Guidelines for Evaluators of Faculty regarding COVID-19 Impact Statements

- Approved by Faculty Senate 04/13/2021

➤ **Approved** Proposed Mandatory Syllabus Statement on Mutual Respect and Inclusion in K-State Teaching and Learning Spaces

- Approved by Academic Affairs Committee 04/20/2021
- To be placed on 05/11/2021 Faculty Senate meeting agenda for vote

➤ **Received** and revised Proposed Optional Excused Absence Syllabus Statement from Academic Affairs

- Joint meeting with Academic Affairs Committee 05/04/2021

❖ **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
- No new reports.

➤ 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?
- No new reports.

➤ Items from Faculty Senate Year-Long Agenda (what should our products be?)

- 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)
- 7. T&P review and revision – continue our current work; include item 2.e.
- No new reports.

➤ **Issues facing faculty in the COVID-19 era?**

- **Concerns** re: negative feedback received for working and/or teaching online from home

➤ **Honor Code and TEVALs**

❖ **New Business for 2020-2021**

❖ **Future Business**

- Joint meeting with FSCOT May 18, 2021
 - Will be discussing Top Hat. What are the committee member's experiences with Top Hat?
 - Todd has seen faculty members in his department use it but hasn't used it himself.
 - There are a lot of other free options for faculty to use. Will this software help teachers?
 - Chris has been able to do the same things Top Hat offers through free online resources.
 - Don – the goals seem to be reversed. "technology" vs "teaching"
 - Canvas offers a lot of great tools that mimic some of the things that Top Hat offers.
 - TLC can help faculty with course design. Summer program.

- Format of Faculty Affairs Committee meetings 2021-2022
 - Face to face? Zoom?

- Secretary for Faculty Affairs 2021-2022
 - Need new volunteer

- Future Shared Governance Update and Feedback
 - Coming down the pike in the fall.

❖ **From Committee Members**

❖ **Announcements**

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

❖ **Adjourned**

❖ **Upcoming meetings**

- May 18, 2021, 3:30 pm:** Joint meeting with FSCOT (new 2021-2022 committee members)