

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

MINUTES

September 21, 2021, 3:30 pm

Via Zoom

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

- **Call to Order Faculty Affairs – Marcellus Caldas and Veronica Denison (co-chairs)**
 - **Present: Kimberly Kramer, Vicki Sherbert, Nick Saia, Veronica Denison, Marcellus Caldas, Charlotte Self, Jessica Spare, Brandon Savage, Justin Kastner, Tanya González, LaBarbara Wigfall**
- **Introductions: Members of the FAC for the 2021-2022 Academic Year**
 - **No new members in attendance**
- **Approve August 24, 2021 Minutes**
 - **Kimberly moved to approve. Justin moved to second.**
- **Committee Reports**
 - **Salaries and Fringe Benefits Committee: Justin Kastner**
 - **Meeting will be held in near future.**
 - **University Handbook and Policy Committee: Brandon Savage**
 - **Attended first meeting held one week ago. No report at this time.**
- **Old and Continuing Business**
 - Report on Promotion and Tenure Document Sections for Community Engagement and Societal Benefit. Subcommittee: Marcellus, Veronica, and Tanya
 - **No report**
 - Report on Department Head vs. Department Chair in Handbook: Subcommittee: Vicki Sherbert
 - 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?
 - Vicki’s report with the information gathered during the 2020-21 year.
 - **After discussion about roles of Department Heads and Chairs and Directors of Schools and Centers, the committee voted to table further discussion of this issue until 2022-23. Brandon moved and LaBarbara seconded.**
 - Items from Faculty Senate Year-Long Agenda (what should our products be?)
 - This became part of the Faculty Senate Social Justice ad hoc committee.
 - This now “lives” under #2 under the 12-point policy plan.
 - **Will be discussed at a future meeting**
 - Issues facing faculty in the COVID-19 era?
 - Memo regarding the impact statement and guidelines for evaluators: Justin and Kimberly
 - **Tanya will compile all of the information gathered and post on the Provost’s website as resources for committees and leaders as they review materials.**

- **New Business for 2021-2022**
 - COVID-related Policy Adjustments for Faculty review (*Tanya*)
 - **A question has been posed regarding making the inclusion of TEVALs optional since the effects of the pandemic are ongoing.**
 - **The committee voted 3 yes, 4 no. Tanya will share with FS President Littrell and Provost Taber.**
 - Handbook Committee adjustments (*Tanya*)
 - **Committee is making anchors to different handbook topics so people can refer to topics in their documents specifically.**
 - **New language that is compliance regarding our inability to change grades after they graduate.**
 - Items from Faculty Senate Year-Long Agenda (what should our products be?)
 - **2. 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)**
 - Inequities of term positions versus “regular” appointments
 - Possibility of collaborations in development of a survey.
 - **Discussion postponed until term caucus is established in January 2022.**
 - Discussion of mandatory and optional syllabus statements summaries and link creation for syllabi
 - Tanya created the links for the statements, however Don suggested Faculty Affairs provide a one or two sentence summary of the syllabus statements
 - **Veronica will ask Don for clarification and an example.**
- **Future Business**
 - **No topics at present**
 - **Veronica and Marcellus will report back regarding the voluntary early retirement offer.**
- **From Committee Members**
 - **No reports**
- **Announcements**
 - **Open Enrollment for Health Insurance beginning October 1. Vendors will be meeting virtually.**
- **Adjourn**
- **Next meeting: October 5, 2021, 3:30 pm**
- **Upcoming meetings**
 - **October 5, 2021**
 - **October 19, 2021**
 - **November 2, 2021**
 - **November 16, 2021**
 - **December 7, 2021**