

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

February 21, 2023, 3:30 pm

Via Zoom

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

- **Call to Order - Faculty Affairs –Brad Cunningham (co-chair) called the meeting to order;** Cliff Hight, LaBarbara Wigfall, Joel DeRouchey, Aaron Stroot, Justin Kastner, Charlotte Self, Melody LeHew, Colby Moorberg, Grace Liang, Jessica Oshnock, Kimberly Kramer, Eve McCulloch, and Tareque Nasser (co-chair) were present.

Approve of the 2022 February 7th Minutes – see attached

- **New Faces** – Brad announced two new Faculty Affairs committee members
 - Colby Moorberg joining from Ag Caucus to replace Sara Gragg, volunteered to join handbook committee.
 - Eve McCulloch is replacing Marcellus Caldas as a member of FAC from the A&S Caucus.
- **Committee Reports**
 - **Salaries and Fringe Benefits Committee:** Justin Kastner provided an update on his committee’s efforts to combine both quantitative/graphical data illustrating the nature of non-tenure-track promotion-related compensation data, as well as qualitative (quotes) data about the impact of this.
 - **University Handbook and Policy Committee:** Cliff Hight reported that work is being done on Section F. He noted the Appendix R (intellectual property) revision is still underway.
- **New and Continuing Business for 2022-2023**
 - Justin (above) already reported on the work of the Salaries and Fringe Benefits Committee.
 - LaBarbara provided an update on her and her subcommittee’s work on the Promotion and Tenure Document Sections for Community Engagement and Societal Benefit, and that their work is ongoing (Other subcommittee members: Tanya, La Barbara, Melody, Tim Steffensmeier.)
 - Cliff said that work continues on Appendix R: Intellectual Property Policy and Institutional Procedure.
 - Brad noted that Handbook Committee work continues on the proposed change(s) to University Handbook, Sections A3, B35, D30, F1, F2, F6, F20, F122, J1, K73 that is in the Attachment 2. Cliff also noted some challenges related to a name change in the College of Engineering. There are 2 issues:
 - 1) Handbook J1 – request to remove Fiedler Engineering Library, K73 - Natatorium references, or clarification as to why keep them in the list;
 - 2) Handbook F121 – in residence requirement – what does “regularly scheduled courses” and “regular university faculty” mean?
 - Brad and Cliff noted a new question connected with section E21 of the Handbook and the possible replacement of TIAA for ING, and Joel mentioned that we should simply have the handbook refer to an appropriate HCS/HR website with this information. La Barbara agreed.

It was agreed to pass along to the Handbook Committee to provide the appropriate updates.

- Cliff noted that there was unclear actionable information regarding possible edits to section C159 Administrative Assignments and Five-Year Comprehensive Reviews. Charlotte noted there may be some areas of growth in properly using this section of the Handbook; Brad said that the idea behind the potential review of section C159 is to increase consistency in terms of what staff are experiencing.

- **Future Business**

- Joint Session with Academic Affairs – Brad reported that Dr. Brandon Kliewer, Co-Chair of the Academic Affairs committee, has requested a joint session with Faculty Affairs to discuss Section F revisions as well as the new Planned Leave Policy coming out of CAPP.
 - Brad noted that Dr. Brown Leonard provided a clarification from the Provost: “I just had a clarifying conversation with the Provost and, although there is a lot of support for Planned Leave, this project will not be on the priority list for this year.”
 - With this in mind, we will see if a joint session March 7th is still necessary, Brandon Kliewer will advise. Brad encouraged the FAC to “stay tuned” on this.
- SGA Resolution related to “potential content disclosures” in course syllabi – Brad and Tareque noted that information was provided by Dr. Tanya Gonzalez regarding an SGA resolution. It refers to the desire to see some guidance for faculty to disclose when sensitive (e.g., triggering) topics appear in their courses. The provost would like to get faculty affairs’ perspective on this. In addition, I plan to reach out to Don Saucier in his role as Faculty Director of Teaching and Learning Center. Brad encouraged us to put our thoughts on this in writing and submit to Brad.
- Report on the NTT Sabbaticals and Central Communication – A report will come later from Dr. Tanya Gonzalez
 - request goes to dept head, dept head decides to approve or not and move forward to dean. So, what if the dept head never approves ever for anyone?
 - Sabbaticals are not guaranteed, each college handles it differently, so conversations need to be had with the Dean’s office to find funding and approvals. Talk with your Assoc Dean of Academic Affairs or the Dean, how can we make this happen? Tanya is happy to talk about options.
 - Centrally thankful that the inconsistency across campus has been brought forward so they can create some messaging and address the issues as best as they are able.
- Open Course Descriptions – Brad noted that President Saucier and SGA want to see better course content descriptions made available to students. The following characterizes President Saucier’s ideas for how we might proceed (perhaps in a subcommittee’s charge):
 - “I am not asking for more content on syllabi. The request is for a template to provide more course content than the current course catalog descriptions. These would not be the full course syllabi, nor would these necessarily result in changes to the existing syllabi. These would be available to students to review prior to enrolling in their courses. I want FAC to consider what that course content would be (I think the SLOs are a good starting point) and how it would be made available to students considering the course.”

- Don wants to see a subcommittee formed to take on this topic.
- Focus should be on content topics that will be discussed in the class. Don is expecting to see relevant info beyond current course descriptions which feel inadequate.
- Can we create some sort of template for faculty to follow?
- Perhaps draw from the SLOs as the guidance for what additional information should be included?

Both Melody and LaBarbara expressed polite concerns about the goal of President Saucier's request. They both said they would like to have more information on this. Eve noted that course catalog descriptions are oftentimes inaccurate or incomplete; it is not a lot of information. Therefore, Eve argued, there is merit to the idea of exploring how to improve course descriptions, etc. and require more information somewhere. Brad said that, indeed, President Saucier is wanting to give students better descriptions, and there are legitimate areas of improvement. Kimberly noted that having a standard for a course descriptions would help solve this problem. Colby, in his experience with a Soil Science credentialing process, expressed his concerns that, practically speaking, he sometimes has to request copies of syllabus information from students when evaluating whether or not their past courses meet the requirements of the credential; he argued that maybe there is a way that faculty advisors could provide the detailed information. LaBarbara noted the potential benefit of improving course descriptions.

Secretary notes stopped here; the text below is from the original agenda.

- Section e.121 in the handbook – From Jay Stephens – “I found something in the University Handbook that needs attention. Not sure the best way to do this but in E.121 it lists “ING” as one of our retirement providers. We have VOYA now and not ING. Also, TIAA is no longer TIAA-CREF, just TIAA.” Cliff is already working on the issue.
 - Final recommendation is to move to handbook committee for some additional language review and correction along with the initial item requested by Jay Stephens.

- **From Committee Members**

- **Announcement(s)**

- Canceling the FS Executive Meeting due to Spring-Break
 - Spring Break is March 12-19, so the normal Faculty Senate meeting will be moved to March 21 to avoid. We will cancel our FA meeting on the 21st and no need to reschedule.
- In-Person FA meeting will be Tues, March 7, in 508G Hale Library, zoom will still be available.
 - May end up as a joint session with AA, may not?
- Colby Moorberg joining from Ag Caucus to replace Sara Gragg, volunteered to join handbook committee.
- Eve McCulloch is replacing Marcellus Caldas as a member of FAC from the A&S Caucus.

- **Adjourn**

- **Next meeting: March 7, 2022, 3:30 pm**

- Face-to-face Hale 508G
- Zoom <https://ksu.zoom.us/j/837797836>

- **Upcoming meetings**

March 7 - Face-to-face, <https://ksu.zoom.us/j/837797836>

March 21 - Cancelled due to full FS reschedule from spring break

April 4

April 18

May 2

May 16