

**Kansas State University Faculty Senate**  
**Faculty Affairs Committee**  
**Minutes**  
**August 23, 2022 3:30 pm**  
**Via Zoom**  
<https://ksu.zoom.us/j/837797836>

- **Call to Order Faculty Affairs – Marcellus Caldas**
  - Marcellus Caldas, Jessica Oshnock, Tareque Nasser, Ryan Leimkuehler, Aaron Stroot, Brad Cunningham, Justin Kastner, Melody LeHew, Chris Little, LaBarbara Wigfall, Tanya Gonzalez, Juan Pineda Gomez, Joel Derouchey
  
- **Approve May 17, 2022 Minutes –**
  - Have be sent via e-mail – send your comments and we will approve at a future meeting or a Qualtrics survey
  
- **Committee Reports**
  - **Salaries and Fringe Benefits Committee:** Justin Kastner
    - Presented recommendations to leadership this summer – provide non-tenure track faculty with salary compensation when moving through the ranks
    - Marcellus will share the document with new members
  - **University Handbook and Policy Committee:** **Chris Little**
  
- **Completed Business:**
  - **Moved to 2022-23:** Department Head vs. Department Chair in Handbook
  - **Completed:** Shortened syllabus statements with links
  - **Completed:** Revised syllabus statement regarding Students with Disabilities (5-10-22)
  - **Completed:** Mandatory syllabus statement Regarding Discrimination, Harassment, and Sexual Harassment (5-10-22)
  - **Completed:** Shared with senate the 2022 Recommendations on Faculty and Staff Salaries from Salaries and Fringe Benefits committee (6-14-22)
  - **Completed:** Various University Handbook changes and additions:
    - Proposed Change to University Handbook, Section C78 (6-14-22)
    - Proposed Change to University Handbook, Appendix Q (6-14-22)
  
- **Announcement(s)**
  - Faculty Affairs meeting with President Linton is scheduled for October
    - **Date will be sent to the committee...it needs to be confirmed first**
  - Co-chair needed for Faculty Affairs – Veronica has taken a new position in Rhode Island
  
- **New Business:**
  - Co-Chair election
    - **Brad Cunningham**
  - Committee secretary
    - **???**
  - Academic Technology Tools Committee – nominate two FA members – names will be sent to Faculty senate president for consideration
    - **Ryan Leimkuehler**
    - **Brad Cunningham (secondary)**
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- **New and Continuing Business for 2022-2023**
  - Report on Promotion and Tenure Document Sections for Community Engagement and Societal Benefit. Defining “community engagement” for possible inclusion in the university handbook. Subcommittee: Marcellus, Veronica, Tanya, La Barbara, Melody
    - **LaBarbara has worked to compile the information gathered**
    - **Tanya/Melody will be working to complete the document that will be presented to this committee**
    - **2 components of the report -**
      - **First – a document that highlights the suggested changes for the handbook to include community engagement**
      - **Second – Additional documents as resources for faculty & leadership as they interpret and apply community engagement in future T&P documents**
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  - C192: Appointment and Term of Ombudsperson
    - Need to find out what we were doing here – Marcellus will get back with the committee
  - Department Head vs. Department Chair in Handbook
    - This was a charge to look into definitions in the 19-20 academic year – to clarify the differences
    - We would need to dig into previous minutes of FA to figure out where this left off years ago
    - Marcellus will check with leadership to see if there is a need for this topic on our agenda in the future
  - University Handbook Section F
    - Adjustment to handbook – policies and procedures regarding the classroom -
    - At what moment is a student ‘registered’ in a class
    - Registrar has some suggested changes – compliance issues need to be resolved
    - Joint meeting with Academic Affairs to discuss – will be scheduled
  - Appendix R: Intellectual Property Policy and Institutional Procedure
    - Marcellus will follow up with Cliff for updates on this committee and its membership
- **From Committee Members**
  - **Tanya –**
    - **proposed adjustment to honor and integrity syllabus statement**
    - **Need shortened syllabi statements for the new statements**
      - **Student with Disabilities statement**
      - **Discrimination, Harassment, Sexual Harassment statement**
    - **Shortened syllabi statements have disappeared that we created last year due to the fact they were not updated. These are in the process of being updated.**
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- **Announcements**
- **Adjourn**

Next meeting: September 6<sup>th</sup>