

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

**September 6, 2022, 3:30 pm**

**Via Zoom**

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

- **Call to Order Faculty Affairs – Marcellus Caldas and Brad Cunningham (co-chairs)**
  - Brad Cunningham, Aaron Stroot, Joel DeRouchey, Melody LeHew, Jessica Oshnock, Grace Liang, Tareque Nasser, Ryan Leimkulehler, LaBarbara Wigfall, Kimberly Kramer
  
- **Selection of a secretary?**
  - Wait until a future week when more members are present
  
- **Approve May 17 & August 23, 2022 Minutes**
  - May 17<sup>th</sup> Minutes
    - Joel – move to approve, 2<sup>nd</sup> – Melody
    - Approved (8 yes)
  - August 23<sup>rd</sup> Minutes
    - Melody – move to approve, Tareque – 2<sup>nd</sup>
    - Approved (8 yes)
  
- **Committee Reports**
  - **Salaries and Fringe Benefits Committee:** Justin Kastner
    - No Report Given
  
  - **University Handbook and Policy Committee:** Chris Little
    - No Report Given
  
- **Completed Business: (Suggestion to have this section removed going forward)**
  - **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)
  - **Moved to 2022-23:** Department Head vs. Department Chair in Handbook
  
- **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, Tanya, La Barbara, Melody
  - Tanya & Melody – met to look at the document that LaBarbara & Tim have put together. They are still working to make changes and suggestions for changes to the university handbook.
  - Discussion for new committee members on why work on this is being done. Providing handbook language for engagement is to encourage different departments and units to highlight this activity and recognize its importance. It’s not another ‘thing to do’, but rather to highlight and recognize what faculty are already doing in this area.
  - Discussion on difference between engagement and extension
  
- C192: Appointment and Term of Ombudsperson
  - Cliff said discussion is around clarifying language about who ombudspersons represent. This doc was discussed, and recommendation suggested. We stated that we will be worked on in the fall. Doc attached. Any comments of how to proceed?
  - Committee Questions: Where did this originate? Why the changes? What are we supposed to do with this document? Should we discuss or move forward with the changes?
  
- Department Head vs. Department Chair in Handbook – Tanya had charged FS FAC to look at the different definitions for Head and Chair to help clarify those roles in the handbook. This is something that was brought up to her as President-Elect, but she doesn’t think the issue is current, nor does she remember the rationale for exploring any adjustment. Since the subcommittee charged with collecting definitions did so, and some discussion was had in FAC without any recommendations to change the language, I suggested to Marcellus that this could be an item removed from the FS FAC agenda as it has been pretty much dormant since COVID-19 hit. I emailed the FS leadership and item can be removed from the FAC agenda.
  - Recommend this be removed from agenda going forward, no need to discuss further.
  
- University Handbook Section F – Brandon reported that: updated URLs and aligning language, changed office names, etc. See shared documents for full list of changes. Discussion related to changes to F10. The change does not appear to address the issue of concern. Recommend a small change to language. Interim Associate Provost Gonzalez cautions making any language changes. Invite CAPP representative to first fall meeting to discuss? We agree to Table until that time. Recommend this be a joint meeting with Academic Affairs for efficiency.
  - Committee Questions: What do we need to do here? What are the recommended changes? What exactly does this committee need to review in regard to changes/updates to academic section F10.
  
- Appendix R: Intellectual Property Policy and Institutional Procedure – an email was sent to Cliff

- No updates yet
- **Future Business**
  - None Given
- **From Committee Members**
  - Discussion: This committee meets twice a month...do we need to keep both? If there is a light agenda meeting, can we agree to not meet for 15 min and handle agenda via Teams
  - Discussion: Can we have updates vs action items distinguished on the agenda? This includes subcommittee reports and guests
  - Discussion: Zoom vs in-person option for this committee – can we find a balance
  - Discussion: Using Microsoft Teams for sharing documents and committee updates
  - Question/Concern: Sick leave payment upon retirement – where do the current practices come from? Why is the number so low for payout? (Item A4)
    - <https://www.k-state.edu/policies/ppm/4800/4860.html#20a>
    - We can ask questions, but mostly deal with University handbook issues
  - Question/Concern: Voluntary Retirement Program last year – where did the funds go?
    - Ask: FS leadership/provost
- **Announcement(s)**
  - Faculty Affairs meeting with President Linton is scheduled for October
    - Brad will follow up to find out when
    - Informal or Formal meeting?
    - Possible Agenda Item – Engagement – how is he going to encourage/support?
    - Possible Informational Item – what are his thoughts on shared governance?
- **Adjourn**
- **Next meeting: September 20, 2022, 3:30 pm**
- **Upcoming meetings**
  - September 20
  - October 4
  - October 18
  - November 1
  - November 15
  - December 6
  - December 20
  - January 17
  - February 7
  - February 21
  - March 7
  - March 21
  - April 4
  - April 18
  - May 2
  - May 16