MINUTES
Kansas State University Faculty Senate Meeting
February 8, 2000  3:30 p.m.  Big 12 Room, K-State Union


Absent:  Canter, Devault, Devlin, Dodd, Exdell, Fjell, S. Flores, Foster, Fraser, Herald, Higgins, Jardine, Jones, Jurich, Kassebaum, Klopfenstein, Liang, Mortensen, Pence, Ross, Salsberry, Schmidt, Takemoto, Taylor, Weiss, White, Wissman, Worcester

Proxies:  Boger, Chenoweth, Fenton, R. Flores, Frieman, Hosni, Olsen, Schapaugh

I.  President Buddy Gray called the meeting to order at 3:30 p.m.

II.  It was moved and seconded to approve the minutes of the January 11, 2000 meeting.  Motion passed.

IV.  Announcements - Gray

A.  Gray referred to handouts that correct some inaccuracies in the Salary and Fringe Benefit Report.  Senator Johnson added that there are currently some technical problems accessing tables in this report on the Senate Web Page, but these would soon be resolved.

B.  Senator McCulloh moved that the order of agenda items be changed to allow Gary Hellebus and Jason Heinrich to present first.  Motion was seconded and passed.

C.  KSU Foundation - Gary Hellebus, President of the KSU Foundation, provided an overview of Foundation operation and activities.  The central purposes of the Foundation are to develop resources for K-State, enhance the return on investments, and build bridges with faculty.  Hellebus described fund raising efforts, expected returns on investments, and procedures for establishing funding priorities.  Total assets are now about $250 million, and the 5-year average return has been 14.3%.  He noted that the Foundation is now committing $2.4 million per year for scholarships and has raised about $7 million of the $10 million for the library endowment.  He mentioned the long-term investment of time needed to cultivate major gifts and noted that 95% of gifts come from 5% of the donors.
Senators asked several questions about Foundation operation. Senator Ossar asked about a proposed equestrian center, and Hellebust said there are several versions, costing from $5 to $40 million. The feasibility depends on finding a donor base of support, much like the Colbert Hills Golf Course.

Senator Glasgow asked why the KU Foundation is more efficient. Hellebust said KU has had a foundation much longer and has a larger constituency base which contributes larger gifts. Senator Rahman asked about library fund raising, and Hellebust said the library has no natural constituency of graduates, but a development officer now is assigned to the library and the library is mentioned when people are establishing their gifts.

Senator Gatewood asked about the 5% return to university projects given the performance of the stock market in recent years. Hellebust explained that a return of 10-11% is needed to provide that return and to account for inflation.

Senator Sheu asked about international fund raising, and Hellebust asked for faculty help in identifying potential contributors.

D. Proposal for Transportation System - Jason Heinrich, Student Body President. Heinrich provided an overview of his proposal for an extended shuttle system. The primary goals are to minimize cost, reduce campus traffic, compliment a city transportation plan, provide maximum flexibility, preserve open space, be efficient and effective, and provide user incentives (and non-user disincentives). He showed the proposed route from Kimball and College Avenues to the University and shared cost estimates based on several models. He believes that 3-4 busses are needed to operate during peak day time hours, and that some expenses could be met with increased parking fees. The proposal has been endorsed by Student Senate.

Questions were raised about the advantages of leasing v. buying busses, the possibility of federal grants to the city when the Manhattan population reaches 50,000, restricting student parking on campus, funding from apartment complex owners, and the tiered parking fee structure.

Heinrich said the students have a sense of urgency to do something about the parking problem, because even some students who live in dorms must now park blocks from campus. Heinrich said it would be helpful if FS would endorse the proposal.

Senator McClaskey said the Parking Committee will present a recommendation to the Campus Development Committee by the end of February.

E. Announcements - President Gray

1. Administration-Leadership Meeting - Leadership shared the results of the FS straw poll regarding the proposed information arcade. The Administration were impressed and agreed to slow down the process and seek more input from faculty and others.
Due to a persistent rumor that some of the Pepsi contract monies committed to the library would be diverted this year to support scholarships, leadership questioned this. Assurances have been made that the full $1 million will go to the library.

There is some effort in the Legislature to cut funding of the Governor’s proposed 5.9% enhancement in faculty salaries to help meet the commitment in Senate Bill 345. Gray is hopeful that the effort will fail.

Leadership has raised questions about the legal status of the Faculty Handbook as employee contracts. University Attorney Seaton has provided an interpretation, and Leadership is convinced that the Handbook should be considered a legal agreement.

Leadership talked with Administration about the centralization of scholarship funds. Hellebust is confident the Foundation will be able to fulfill this Administration initiative. Responsibility for awarding scholarships is a faculty issue, and Leadership will continue to discuss this with Administration.

Integrating intensive writing in the curriculum as proposed in Vision 20/20 was discussed with the Administration. Gray and Provost Coffman will work on this and are asking for suggestions of individuals who could participate on a task force.

2. Board of Regents - COFSP voted to make the president of the Washburn U. Faculty Council a member of their council. Gray raised the issue of the Faculty Handbook as a legal document and the pharmacy insurance coverage with the BOR who expressed interest in both.

3. A general meeting of faculty and unclassified staff is scheduled for February 22 at 3:30 p.m. The purpose is to ratify the constitutional amendments which were passed at the January FS meeting. It will be a “get to know Senate” meeting to share ideas and concerns. Ice cream and popcorn will be available.

4. Elections - Gray encouraged senators to help identify persons to be President-Elect and Secretary candidates. Also FS election materials will soon be sent out to college caucus chairs.

VII. Reports from Standing Committees - Gray asked for a motion to move the Faculty Affairs Report to the next item on the agenda. Motion was made, seconded, and passed.

A. Faculty Affairs - Brad Fenwick

Fenwick mentioned the following items currently under consideration by FA: FS position on distribution of potential salary adjustments to deal with equity and compression issues, developing a draft of grievance procedures with Administration, completing the Affirmative Action Task Force Report, and reporting on administration/faculty raises for FY 2000. FA also is working on
minimal performance standards for all tenured faculty, including administrators, revising Section D of the Handbook concerning faculty rights and responsibilities, and amending the Handbook to make clear that it represents a contractual agreement.

B. Technology Committee - Keith Lynch

Lynch moved acceptance of the Interim Information Resource Management Policy (ATTACHMENT 1 of FS Agenda). Senator McCulloh asked about the meaning of "institutional data criteria" and Lynch said the committee did not see this as a problem. Senator Anderson asked if the policy will affect human resources and budget data bases. Lynch believed that it would at least include data regarding the university budget. Motion passed.

Lynch moved acceptance of the fall, 1999 Technology Committee Report (ATTACHMENT 2 of FS Agenda). Senator Shultis offered a friendly amendment to omit "list of committee members is enclosed." Amendment was accepted by Lynch.

Motion passed.

C. Academic Affairs - John Selfridge

1. Course and Curriculum Changes
   a. Undergraduate Education
      1. Selfridge moved approval of undergraduate course and curriculum changes approved by the College of Technology and Aviation November 18, 1999.

      Drop:
      COT 010 College Study Skills
      COT 011 College Life Skills

      New:
      COT 205 Photography

      Change:
      BUS 115 Supervisory Management
      ART 150 to COT 150 The Humanities Through the Arts

      Changes to the aviation maintenance certificate program -- Airframe and Powerplant Certificate (APC)

** Technology Management Curriculum Changes are not included in this approval.

Motion passed.
2. Selfridge moved approval of undergraduate course and curriculum changes approved by the College of Business Administration November 30, 1999.

Addition of two courses from the Speech Department as communication electives:
- SPCH 430  Freedom of Speech
- SPCH 480  Intercultural Communication

Addition of one course to the list of Social Science Electives:
- FSHS 302  You and Your Sexuality

Department of Finance
Changes:
- FINAN 551  Investments

Department of Management, Operations Management Track
Add:
- MANGT 662  Supply Chain Management
Delete:
- MANGT 661  Logistics and Service Operations Management
Change:
- MANGT 522  Operations Planning and Control
Minor Modification:
- MANGT 830  Applied Managerial Computing

Department of Marketing and International Business
Change:
- MKTIB 844  Advanced International Marketing
New:
- MKTIB 495  Marketing Internship

Economics Elective Change:
- Add ECON 507 The Japanese Economy and ECON 523 Human Resource Economics to the list of electives

Motion passed.

b. Graduate Education

1. Selfridge moved approval of the Graduate Course & Curriculum Changes approved by Graduate Council December 7, 1999

Changes:
- AGRON 970  Advanced Plant Breeding I
- AGRON 980  Advanced Plant Breeding II
- AP 773  Bioinstrumentation Laboratory
- ASI 601  Milk Secretion
- ASI 605  Fresh Meat Operations
ASI 661    Animal Sciences and Industry Problems
ASI 690    Principles of HACCP
ASI 791    Advanced Application of HACCP Principles in the Meat and Poultry Industry
ASI 907    Food Dispersions
AT 635    Case Studies in Apparel and Textile Marketing
BIOL 615    Cytogenetics
BIOL 620    Evolution
BIOL 675    Genetics of Microorganisms
BIOL 684    Wildlife Management
BIOL 685    Wildlife Management Techniques
BIOL 730    General Virology
BIOL 760    Genetic Engineering
BIOL 825    Evolution of Animal Behavior
BIOL 828    Conservation Biology
BIOL 860    Molecular and Cellular Biology
BIOL 865    Advanced Plant Ecology
ENTOM 845    Insect Control by Host Plant Resistance

Drop:
ASI 609    Dairy Cattle Nutrition
ASI 611    Beef Cattle and Sheep Nutrition
ASI 612    Horse Nutrition
ASI 614    Swine and Poultry Nutrition
ASI 615    Range Livestock Nutrition and Management
ASI 630    Egg Science
ASI 635    Poultry Meat Technology
ASI 730    Silage Technology
ASI 789    Advanced Application of HACCP Principles in the Food Industry
ASI 792    Advanced Principles of Hazard Analysis and Risk Assessment
ASI 793    Validation of HACCP Plans
ASI 794    HACCP and Inspection
ASI 906    Food Proteins
ASI 908    Carbohydrates in Food Systems
FN 690    Principles of HACCP
FN 727    Physical Methods of Food Analysis
FN 789    Advanced Application of HACCP Principles in the Food Industry
FN 792    Advanced Principles of Hazard Analysis and Risk Assessment
FN 793    Validation of HACCP Plans
FN 794    HACCP and Food Inspection
New:
AGRON 855  Soil Organic Chemistry
ASI 640   Poultry Products Technology
ASI 675   Monogastric Nutrition
ASI 676   Avian Nutrition
ASI 678   Equine Nutrition
ASI 679   Swine Nutrition
ASI 680   Ruminant Nutrition
ASI 681   Dairy Cattle Nutrition
ASI 682   Formulation of Livestock and Poultry Diets
ASI 683   Grazing Livestock Nutrition
ASI 684   Nutrition of Feedlot Cattle
ASI 685   Silage Technology
ENTOM 635  Introduction to Plant Resistance to Pests
ENTOM 885  Conventional and Molecular Methods for Evaluation of
            Crop Plant Resistance to Pests
GEOG 765   Geography of Natural Hazards
GRSC 902   Carbohydrates in Food
GRSC 906   Food Proteins
PLPTH 635  Introduction to Plant Resistance to Pests
PLPTH 755  Plant Resistance to Diseases
PLPTH 885  Conventional and Molecular Methods for Evaluation of
            Crop Plant Resistance to Pests
RRES 756   Design of Parks and Recreation Areas

Motion passed.

c. General Education

1. Selfridge moved approval of courses approved for general education
   at the December 2, 1999 General Education Task Force Meeting.

    CHE 650  Hazardous Waste Engineering Seminar
    GRMN 121 German I
    GRMN 122 German II
    ENGL 231  Humanities: Medieval and Renaissance
    ENGL 355  Literature for Children

    Motion passed.

2. Selfridge moved approval of courses approved for general education
   at the December 16, 1999 General Education Task Force Meeting.

    DEN 275  PPD: Introduction to Personal and Professional Development
    ENGL 545  Literature for Adolescents
    HIST 554  History of the South
    GENAG 450 Leadership and Ethics in Agriculture

    Motion passed.
2. Graduation Lists
   a. Selfridge moved approval of the addition to the August 1999

   Thomas R. Devlin, Jr., Arts & Sciences, BS-Social Science

   Motion passed.

D. Faculty Senate Committee on University Planning - Cia Verschelden

Verschelden reported on three current activities.

1. FSCOUP is monitoring the implementation of the Pepsi contract. There has been both an increase in size and unit cost for Pepsi products. FSCOUP is also concerned about recycling and is working with Steve Galitzer to identify recyclers and shippers for the plastic bottles.

2. FSCOUP is also studying the transfer of responsibility for funding scholarships to the colleges. They are trying to determine how individual colleges plan to deal with this.

3. FSCOUP is studying pros and cons of the new formulary policy in prescription drug insurance. Discussions with Joe Younger and Gary Leitnaker indicate that on average coverage may be better, but for some faculty, depending on their prescription needs, costs have risen significantly. Verschelden, Younger and Leitnaker would like to know of any problems faculty and staff are encountering.

VIII. Old Business - None

IX. New Business - None

X. For the Good of the University - None

XI. Adjournment. It was moved and seconded to adjourn. Motion passed and meeting adjourned at 5:10 p.m.
KANSAS STATE UNIVERSITY
Information Resource Management Policy

PURPOSE

To establish policy for the management of University institutional data and the responsibilities for
the protection of those data.

An element of data is considered institutional data if it satisfies one or more of the following
criteria:
• It is relevant to planning, managing, operating, controlling, or auditing administrative functions
  of an administrative or academic unit of the University.
• It is generally referenced or required for use by more than one organizational unit.
• It is included in an official University administrative report.
• It is used to derive an element that meets the criteria above.

Data elements used internally by a single department, research project or office are not
considered part of the University's Institutional Database.

POLICY

Kansas State University's institutional data, by definition, practice, and intent, is a university
asset.

The institutional data will be safeguarded/protected. As an institutional asset, data will be
protected from deliberate, unintentional or unauthorized alteration, destruction and/or
inappropriate disclosure or use in accordance with established institutional policies and practices
and federal and state laws.

Data will be shared based on institutional policies. Institutional data are not owned by a particular
individual, unit, department or system. Institutional data will be made accessible to all authorized
users and systems. Research and instructional data may be protected as is appropriate, and
clinical data will be protected according to confidentiality standards.

Data will be managed as an institutional resource. Data organization and structure will be
planned on functional and institutional levels. Data usage and data sources will be managed
through the data stewardship principles of administering and controlling data quality and
standards in support of institutional goals and objectives.

Institutional data will be identified and defined. Standards will be developed for the identification
and representation of data in the database. Controls will be established to assure the
completeness and validity of the data, and to manage redundancy. Guidelines for data integrity,
validity, availability, accessibility, interpretation, and ease of use will be established and
promoted.

Databases will be developed based on needs of University processes. Data architectures will be
developed to support our institutional processes. These data architectures will drive physical
implementation of databases.

RESPONSIBILITIES

Every University Dean and Director is responsible for implementing and ensuring compliance with
the Kansas State University Information Resource Management Policy. Responsibilities include
initiation of specific goals, objectives and action plans to implement the information policy, and
active support of strong data management through data stewardship.
Progress Report for Fall 1999 – Faculty Senate Technology Committee

This fall it was the feeling of the committee that certain policies must first be re-written before dealing with other more specific issues. These policies deal with rights of privacy, an issue which we felt had highest priority. In other cases issues arose because either policies or decisions had been made which needed to have faculty input after the fact.

1. The committee met with Dr. Unger to rewrite the University e-mail policy with stipulations for privacy and procedures for approval of access. The enclosed policy reflects the work of this committee. This policy is now in the IRMC subcommittee. When it has been approved and signed it will be forwarded back to Faculty Senate for their approval. Features of the policy include specific stipulations as to when access may be obtained, the required signature of Dr. Unger for each instance, the inclusions of all University systems in this policy, and the provisions for oversight by a committee.

2. The Policy for Procedure for the Establishment and Maintenance of Security for Information, Computing and Network Resources was also re-written to reflect changes in privacy and to restrict access. Similar procedures as with the e-mail policy have been set. This procedure was written in cooperation with the IRMC. It will be voted on this month and should come to senate for a vote soon.

3. The committee looked over the Interim Policy entitled “Information Resource Management Policy”. It is the opinion of the committee that this policy should be voted on as is by senate so that it can be made permanent.

4. The issue of Z-University arose early in the fall and Takemoto and Gray met with Dr. Unger to discuss the faculty input question. This resulted in Leadership meeting with the administration to discuss concerns. An oversight committee with faculty representation has been established.

5. The issue of faculty representation on both CITAC and IRMC has been resolved.

6. The issue of privacy with regard to e-calendars was discussed. Harvard Townsend and Dr. Unger visited with us. These are not required but some departments are making them a requirement. The committee decided that this was a Faculty Affairs issue. Information was sent to Senator Fenwick. The Technology Committee will work with that committee on the calendar issue as new business in spring of 2000. It is possible that a Privacy Policy will be introduced for inclusion into the senate handbook.

7. The committee also brought up the issue of the library using social security numbers as passwords and logins for access systems. It was felt that this issue would be best
dealt with by a letter in that regard from the Faculty Senate President endorsed by Senate.

New business for Spring 2000

1. Input to Senate on Intellectual Property Policy
2. Draft Privacy Policy with faculty Affairs
3. Meet and give input on computer arcade
4. Input to Dr. Unger and administration on Varsity.com
5. Policy on University Calendars with Faculty Affairs

Submitted by Dr. Dolores Takemoto
Chair, Faculty Senate Technology Committee