

MINUTES
KSU Faculty Senate Meeting
Tuesday, May 8, 2018, 3:30 pm
K-State Student Union, Wildcat Chamber

Present: Auten, Bannister, Barden, Barrett, Beebe, Behnke, Bergtold, Betz, Bolton, Bormann, Briggs, Caffey, Chandler, Charland, Chavez, Clark, Crawford, Culbertson, Daniels, DePaola, Devore, Dodd, Douthit, Dunn, Durtschi, Easton, Eiselein, Erickson, Falcone, Finkeldei, González, Hachiya, Hageman, Hamilton, Harding, Hartman, Hauck, Hay McCammant, Hedrick, Heinrich, Hettiarachchi, Higginbotham, Hoag, Hohn, Hosni, Hsu, Hughey, Ireton, L. Kanost, M. Kanost, Keen, Kelly, Kempton, Kennelly, Kiehl, Krysko, Kulesza, Larson, Lavis, Lehning, Leitnaker, Lindshield, Littrell, Luly, Markham, Martini, McCornack, McCrea, McDiffett, McGlynn, Meekins, K. Nelson, Nguyen, Passarelli, J. Pitts, Raine, Reed, Reznikoff, Rosenkranz, Saucier, Shappee, Simser, Spears, Stevenson, Stoney, Tanona, Thomas, Ugrin, Vardiman, Von Bergen, Warner, Weaver, Wilson, Wood, Yu-Oppenheim, and Zajac

Absent: Andrews, Bennett, Bridges, Chumachenko, Crow, J. Fallin, Gabbard, Hubbell, Hutchinson, Korten, Mirafzal, L. Pitts, Roozeboom, and Schermerhorn

Proxies: Aakeroy, Almes, Barkley, Barnett, Chengappa, Duncan, Ferguson, Goodson, Guikema, Kingery-Page, Kiss, Lehman, Luly (after 4 pm), N. Nelson, Patell, Renberg, Roush, Schultz, Spooner, Sump, and Zolkiewska

Guests/Visitors: April Mason

Parliamentarian: not present

2:00 p.m. Faculty Senate Orientation – all senators welcome
2:45-3:10 pm Reception for incoming, outgoing, and continuing senators (all senators)
3:10 p.m. Presentation of certificates to outgoing senators and recognition of Faculty Senate Leadership
3:30 p.m. Faculty Senate Meeting

1. President Brian Lindshield called the meeting to order at 3:30 pm.
Moment of Silence for Dr. James (Jim) Guikema
Faculty Senate President Video
2. Guest: April Mason
Topics for discussion: Provost Search and potential onboarding process
Provost Mason thanked President Lindshield for his steady communication from Faculty Senate; it has been an enjoyable year.
Provost Mason indicated that she can address the onboarding process, but that at this point, we do not have information regarding the next Provost. President Myers is hopeful that an announcement can be made later this week. Provost Mason has made a commitment to the President and Faculty Senate Leadership to communicate directly with the Provost once the announcement is made to bring that person up to speed on major projects, including the budget modernization process, enrollment management, tuition and fees strategies committee, and the like. She will onboard the new Provost as quickly as possible, and will be accessible once she leaves the university as well.
Provost Mason is confident that Faculty Senate will be as gracious to the new Provost as they have been to her, inviting her regularly to the Faculty Senate meetings to discuss the big issues. She also has enjoyed meeting monthly with the Faculty Senate President and appreciates that President Elect Wood plans to continue that tradition with the new Provost.

An update on faculty salary issues was asked about. There were two committees and a report that went quiet and that need updated to address this issue again. Provost Mason indicated that we had a faculty compensation committee with a report and some progress was made on that report. A second committee worked and made a report. Then we went into a severe economic downturn and Provost Mason chose not to reconvene that committee for an update because the only option with the enrollment decrease was to decrease the budget and the recommendations from that committee would not be funded. The administration and faculty have worked a great deal with the Huron Consultants to improve enrollment to help address the budget issues. We need to work collaboratively with all on campus (Student Life and Academics together) to help effect change in enrollment. Provost Mason indicated that the information from Huron Consultants will not be shared broadly on the internet, as our recruitment and retention methods will not be shared publicly. Essentially there is no money in our budget to address the discrepancy that exists between us and our Big XII and 2025 peers. It was requested that Provost Mason indicate to the new provost that faculty salaries are a top priority. Provost Mason said she will do so.

A question was raised about across-the-board budget cuts. Provost Mason indicated that those decisions are being made this week and next. Communication will come to the Deans and Vice Presidents so they can share this information with their units.

The forecast for student enrollment was asked about. Provost Mason indicated we will be up in freshmen enrollments, but we will not be able to backfill the number of students we are graduating this May.

Provost Mason said that a tree was planted on her behalf and she wanted to thank Cathie Lavis, her students, and all of Faculty Senate for this tribute.

3. The April 10, 2018 minutes stood approved as submitted.
4. Approval of consent agenda (pages 8-10) – Spencer Wood (includes **Attachment 1 and 1a**)
President Elect Wood inquired if any items needed moved to the discussion agenda. A request was made to move the Industrial Engineering curriculum proposal to the discussion agenda. President Elect Wood moved that we approve the rest of the consent agenda. Motion approved.
5. Report from Standing Committees and Student Senate
 - A. Academic Affairs – Jenny Bormann/Teresa Hartman
 - Discussion Agenda
Hartman address the curriculum proposal moved to the discussion agenda. The option for students in Industrial Engineering to either take LEAD 315 or Management 420 was asked about, given that these two courses are not equivalent. It was explained that about 10% of students are pursuing the Leadership Minor, and they are unable to do so because of the number of credits required. This would allow students flexibility to determine what is best for their degree plan. It is anticipated that this would lead to 5 – 10 students per year taking LEAD 315 rather than MNGT 420. A motion was made to approve the discussion agenda. Motion approved.
 - Optional Syllabus Statement regarding student resources – **Attachment 2**
This syllabus statement was brought forward as a recommendation from the student member on their committee to help students understand the variety of services available at K-State. A motion was made to approve the optional syllabus statement. Motion approved.
 - University Handbook, Section F83 – Incomplete Policy – **Attachment 3**
Section F83 of the University Handbook was brought forward in the fall. There were a number of concerns, and Academic Affairs sent it back to CAPP for additional edits. Attachment 3 contains

the new draft of the proposed incomplete policy. People previously thought the incomplete policy was inadequate. The intention of the proposed policy is to streamline what is expected of both faculty and students regarding incompletes. A motion was made to approve the proposed changes to University Handbook, Section F83 on Incomplete Policy. Motion approved.

B. Faculty Affairs – Charlie Barden/David Lehman

- Changes to University Handbook (UH) and Policies and Procedures Manual (PPM) for a vote:

i. UH, Section E, Sabbatical Leave – **Attachment 4 and 4a**

Revisions were made to Section E1-8 of the University Handbook regarding Sabbatical Leave. Also, Sabbatical Leave Guidelines were updated and approved by Faculty Affairs based on discussion at the April Faculty Senate meeting. These revisions increased clarity regarding faculty expectations during sabbatical. Senator Barden has consulted with Dr. Ruth Dyer and Robert Large in the Office of General Counsel. A motion was made to approve proposed changes to University Handbook, Section E1-8, Sabbatical Leave. A senator indicated that some were perplexed and bewildered with the initial tone that came forward to this body and that the language seemed dismissive and punitive for the very attributes that faculty bring to the institution. It was regrettable that we had to spend as long as we did to improve the language. The senator also noted dismay at the way the language came forward to Faculty Affairs from General Counsel and the Provost's Office.

A concern was raised regarding the limiting of teaching at another institution as some faculty teach while on sabbatical to make up for the reduced pay they receive during sabbatical leave. An amendment was made to strike the following from section E2: "provided that such activities are related to the sabbatical leave." Amendment was seconded and approved. An amendment was made to strike the following statement in E2: "Likewise, faculty members on sabbatical should avoid voluntarily engaging in any university business while on sabbatical." Amendment was seconded and approved.

A motion was made to approve the amended policy. Motion was approved.

Senator Hosni formally thanked Senator Barden for his work on this policy.

Senator Barden made a motion to approve the Sabbatical Leave Guidelines. Barden noted that one correction was needed on guideline #3. The last sentence should have been removed. This was approved in committee, therefore, no official motion to amend was needed. Barden moved to approve the guidelines.

Discussion ensued regarding the wording of guideline #3. An amendment was made to revise guideline #3 to read the same as the wording from the pertinent part of Section E2 of the University Handbook that was just approved. It will read as follows: "During sabbatical leave, a faculty member is released from all academic duties and responsibilities, including teaching or any other service such as serving on a university committee. The university may not require a faculty member to perform work or otherwise direct a faculty member's work during sabbatical leave." The motion to amend was seconded and approved.

A motion was made to approve the sabbatical leave guidelines as amended. Motion approved.

ii. UH, Appendix O, Integrity in Research and Scholarly Activity – **Attachment 5**

A motion was made to approve proposed changes to the University Handbook, Appendix O regarding Integrity in Research and Scholarly Activity. Senator Barden indicated that small revisions were made in response to questions raised in the April senate meeting. This policy applies to faculty, staff, and students, but the appeal process for students was left out of the original policy. This is now included. Motion approved.

iii. UH, Appendix U, Policy on Mediation – **Attachment 6**

The university mediation coordinator at K-State retired. This position was in place when grievance and mediation processes were under the Provost's Office. When these processes moved over to Human Capital Services, this position was still in place. It seemed an appropriate time to review the position. President Lindshield met with Jay Stephens in HCS and it was indicated that this process can be cared for through HCS. Appendix U was revised to describe the updated process. A motion was made to approve the proposed changes to Appendix U of the University Handbook regarding the Policy on Mediation. Motion approved.

iv. UH, Section D3, Privileges, Benefits, Responsibilities – **Attachment 7**

v. PPM 4095, Nepotism and Employee Relationships – **Attachment 8**

vi. PPM 4094, Consensual Romantic Relationships Involving Students – **Attachment 9**

President Lindshield brought forward revisions to PPM Chapter 4095, a new PPM chapter 4094, and revisions to Section D3 of the University Handbook. Although PPM changes do not have to come forward to Faculty Senate, they are being presented here to gain endorsement from this body.

President Lindshield indicated that the Board of Regents is interested in implementing an umbrella policy regarding consensual relationships. K-State currently does not have a policy on this and President Lindshield stated it is important for us to be proactive on this matter and establish a policy rather than having one developed for us. President Lindshield reports to the Board directly and can talk to them about this at the May KBOR meeting if we pass this at today's Faculty Senate meeting. There was a Council of Faculty Senate Presidents meeting in April and this was the primary point of discussion. President Lindshield reported that Dr. Flanders stated this was something the Board of Regents wanted done with some urgency. President Lindshield thinks we need to move this forward now rather than bringing it forward in the next academic year. A working group reviewed several other university policies, particularly Purdue and the University of Missouri system, and drafted the proposed language. Faculty Affairs and Faculty Senate Executive Committee also provided input. The President's Cabinet and SGA Leadership have also reviewed it.

One senator indicated that he strongly supports the PPM chapter, as outlined in attachment 9. He did raise a question regarding the following sentence in .020: "Individuals who believe in good faith that this policy has been violated should report the violation to the employee's supervisor or other appropriate University official." Does this place a burden on outside observers? President Lindshield indicated there will be a "report it" link included in this policy so that someone may report violations. He further elaborated that this policy is not going to pose problems to those who have suspicions, but are unsure if a violation occurs. There is no mandated reporting.

A question was raised regarding the scope of PPM 4094. Are GTAs or undergraduate teaching assistants considered employees? Yes. President Lindshield indicated that for the time period where they have direct supervisory or evaluative authority over a student, relationships between GTAs and undergraduate students in their class are not allowed.

A concern was raised whether a person would be terminated without due process. President Lindshield indicated that the handbook policies for due process would be followed in these cases. A recommendation was made to consider adding a sentence about due process.

A question was raised about the definitions in .030. Does "direct evaluative or supervisory authority" include an outside reader on a dissertation committee? President Lindshield responded that it is included in this language. A comment was made that the direct evaluative language is vague. President Lindshield indicated that this is attempting to provide boundaries and include all varieties of roles.

A motion was made to approve PPM chapter 4094.

An amendment was made and seconded to move the following sentence in .020 of PPM chapter 4094 to become the last sentence of the previous paragraph: "A violation of this policy may lead to disciplinary action as appropriate, up to and including termination of employment." Amendment was approved.

A question was raised regarding why we are not prohibiting relationships between faculty and students. President Lindshield indicated that if it were prohibited, this would not allow for faculty members who may have "significant others" who want to take courses at the university to do so.

A concern was raised regarding the phrase, "In good faith" in .020. President Lindshield indicated that the intent of this language is that they don't want people to slander others.

A question was raised regarding who could report violations. Could students report violations? President Lindshield indicated that anyone could report a violation.

A question was raised regarding whether a violation would occur if a GTA who assists in a class, but is not the lead instructor, is dating an undergraduate student in the class. President Lindshield indicated that if they have direct evaluative or supervisory authority (such as grading), they would be in violation.

Senator Saucier called the question. Motion was seconded and approved.

Main motion to approve the new PPM chapter in attachment 9, as amended, was approved.

A motion was made to approve proposed changes to PPM 4095. In .030 "family member" is defined, but in .020 the term "immediate family" was included. Does "immediate family" need to be defined? President Lindshield indicated that this is preexisting language that came from KBOR policy.

Motion to approve proposed changes to PPM 4095 was approved.

A motion was made to approve changes to University Handbook, Section D3. Motion approved.

C. Professional Staff Affairs – Loleta Sump/Ashley Thomas

Senator Thomas reported that the Professional Staff Affairs Committee met for the final time of the semester last week. They discussed a recap of the topics and accomplishments for the year. Highlights included the following:

- Worked to increase visibility of PSA to our constituents
- Worked collaboratively with Human Capital Services to begin work on career ladders for various groups across campus.
- Learned details of the Professional Staff constituency and make-up across campus
- Learned a great deal about the details of the Spouse/Dependent tuition grant program and the impact of this program on other areas such as the budget

Additionally, the group discussed goals for next year:

- Brainstorm new ways of informing constituents of the existence of PSA
- Continue working with Human Capital Services on various initiatives including the career ladder implementation
- Continue to advocate for the review of the Employee and Spouse/Dependent tuition grant program recognizing that there are a variety of stakeholders that will need to be included in the discussion and review process

D. Student Senate – Ryan Kelly

Ryan Kelly serves as the new Speaker of the Student Senate. Kelly reported on the Tuition and Fees Strategies Committee. He Student Body president, Jordan Kiehl, will chair the Tuition and Fees

Strategies Committee next year. They proposed to move up the timeline for the college-wide proposals by requiring the deans to submit their proposals to the Provost by November 2nd. Jordan and Ryan will be meeting with outgoing and incoming Faculty Senate Presidents to discuss how to handle department-wide fees in the future.

Additionally, President Kiehl's cabinet has been assembled and committee members have been selected.

E. Technology – Michael Raine/Lisa Shappee

- 2017 Data Access Report – **Attachment 10**

A motion was made to accept the 2017 Data Access Report. Motion approved.

- Freedom of Information Act Requests (related to 2017 Data Access Report)

FSCOT discussed PPM 3060, Kansas Open Records Act. It was recommended that senators review the language in PPM 3060. A senator raised a concern that it is not policy to inform the person that he/she is the subject of an inquiry. There are times a person may be aware of an inquiry, but it is not mandated. A recommendation was made for this to be considered and made part of policy.

FSCOT also discussed the two-factor identification that is coming forward.

F. University Planning – Laurel Littrell

Cindy Bontrager, Amit Chakrabarti, Jeff Morris, and Ethan Erickson came to the last FSCOUP meeting to address questions regarding the budget modernization process, tuition, fees, and related communication to the campus community. They had a lengthy and productive discussion. FSCOUP serves in an advisory capacity to these matters, and they were able to talk through concerns and challenges regarding communication. That same day in K-State Today, a letter from President Myers came out regarding the budget modernization process with a survey link. Senator Littrell encouraged faculty to review this information and complete the survey if they have feedback.

She and Valerie Barnett were elected as co-chairs of FSCOUP for 2018-2019.

6. Announcements

President Lindshield reminded senators of the farewell reception for Provost Mason being held on May 9th at 3:30 pm in the Alumni Center Ballroom. Remarks by President Myers will begin at 4 pm.

7. Open discussion period for senators as needed

A senator asked if, as Faculty Senate, we could encourage FSCOT to consider asking the attorneys to make it a policy to inform people if there is information requested of them. This is particularly relevant for those who are working in the natural sciences and particularly those who are doing work regarding climate change. It was noted at times that these individuals are being harassed. Can a resolution be put forward? President Lindshield indicated that FSCOT will take that up. Another senator did share feedback he has received from the Office of General Counsel as to why this is not currently part of policy.

Senator Hosni thanked President Lindshield for doing a fantastic job running Faculty Senate this year. Senator Auten seconded.

8. The 2017-2018 Faculty Senate adjourned at 4:58 pm.

1. President Spencer Wood called the 2018-2019 Faculty Senate to order at 4:59 pm.

2. Election of the Faculty Senate President Elect
Candidate: Tanya González – **Attachment 11**

A motion was made and seconded to elect Senator Tanya González to the position of President Elect.
Motion approved.

3. Election of the Faculty Senate Secretary

Candidate: Suzanne Auten – **Attachment 12**

A motion was made and seconded to elect Senator Suzanne Auten to the position of Secretary. Motion approved.

4. The meeting was adjourned at 5:07 pm.

Respectfully submitted by:

Mindy Markham,

Faculty Senate Secretary

Next meeting: Tuesday, June 12, 2018; 3:30 pm, Union Big 12 Room

**ACADEMIC AFFAIRS
CONSENT AGENDA**

Approve the following course and curriculum proposals, posthumous degree and graduation list addition:

A. COURSE AND CURRICULUM PROPOSALS:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda>

To view the proposals in Curriculog,

First - Login to Curriculog using your K-State eID and password

<https://kstate.curriculog.com>

Second - Go to the course or curriculum agenda as links listed below.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon

In User Tracking, change "Show current" to "Show current with markup"

View the proposal

Use the browser back button to return to the agenda and select next proposal

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

COURSES: <https://kstate.curriculog.com/agenda:384/form>

Arts and Sciences	AMETH - 300 - Cultural Competence in Institutions ART - 302 - Art and Insects BIOCH - 266 - Elementary Organic and Biochemistry with Home and Virtual laboratory BIOCH - 522 - General Biochemistry Laboratory BIOCH – 523 – Introduction to Biochemical Methods BIOL – 670 – Immunology - (https://kstate.curriculog.com/proposal:1823/form) DAS - 214 - Introduction to Arts & Sciences Education Theory and Practice ENGL - 500 - Writing Center Theory and Practice ENGL - 669 - Advanced Creative Writing: Special Topics GEOG - 742 - Digital Geomorphology GEOG - 747 - Soil Mapping GEOG - 842 - Advanced Digital Geomorphology GWSS - 275 - Gender and Sex in Science Fiction GWSS - 335 - Transgender Studies GWSS - 435 - Race/Sex/Science GWSS - 551 - The History and Politics of Family Violence HIST - 311 - Race & US Foreign Relations MUSIC - 690 - Survey of Vocal Solos for Adolescents MUSIC - 696 - Jazz Theory I MUSIC - 697 - Jazz Theory II MUSIC - 698 - Jazz Improvisation I MUSIC - 699 - Jazz Improvisation II
Education	EDCEP - 160 - Development and Integrity EDCI - 400 - New Literacies in Contemporary Classrooms

Engineering	BAE - 345 - Properties of Biological Materials BAE - 450 - Off Road Machine Power Components BAE - 550 - Hydraulics and Mechatronics DEN - 160 - Engineering Orientation DEN - 161 - Engineering Problem Solving DEN - 300 - Introduction to Total Quality Management and Six Sigma DEN – 325 - Engineering Professionalism and Decision Making DEN - 420 - Introduction to Alternative Energy Sources DEN - 425 - Introduction to Energy and Environmental Technology IMSE - 250 - Introduction to Manufacturing Processes and Systems IMSE - 562 - Materials and the Impact of Manufacturing Processes NE - 350 - Reactor Operations Laboratory
Human Ecology	ECED - 528 - Research and Inquiry in Early Childhood Education ECED - 530 - Teaching & Learning in Early Childhood Education ECED - 531 - Developmental Curriculum in Early Childhood Education ECED - 541 - Curriculum for Emotional, Social, and Physical Development of Young Children ECED - 556 - Early Childhood Practicum 4: Home Visiting ECED – 797 - Home Visiting Programs for Young Children and Families
Technology & Aviation	ECET - 250 - Digital Logic
Veterinary Medicine	DVM - 713 - Veterinary Clinical and Professional IV

CURRICULUM CHANGES: <https://kstate.curriculog.com/agenda:385/form>

Agriculture	Horticulture (B.S.) - Golf Course and Sports Turf Operations Option Horticulture (B.S.) - Horticulture Production Option Horticulture (B.S.) - Horticulture Science Option Horticulture (B.S.) - Landscape Horticulture Option
Arts and Sciences	Biochemistry (B.A.) Biochemistry (B.S.) Concurrent B.A./B.S. and M.A. in Sociology Mass Communications B.A./B.S. Medical Laboratory Science (B.A./B.S.) Music Education (B.M.E.) Political Science B.A./B.S.
Business Administration	Business of Sports and Entertainment Undergraduate Certificate - New Professional Strategic Selling, B.S.
Education	Elementary Education (B.S.)
Engineering	Biomedical Engineering (BME) (B.S.) Computer Science (B.S.) Industrial Engineering (IE) (B.S.)
Human Ecology	Apparel and Textiles (B.S.)
Technology & Aviation	Engineering Technology-Electronic and Computer Engineering Technology Option (BETB-EC) Engineering Technology-Robotics and Automation Option (BETB-RA)
Veterinary Medicine	Agricultural Biosecurity Research Graduate Certificate - New

B. POSTHUMOUS DEGREE REQUEST AND GRADUATION LIST ADDITION:

Posthumous degree request – May 2018, Anthony Berg, College of Engineering

Graduation list addition: December 2017, Ashley Nicole Denney, Master of Arts, Graduate School