

MINUTES
KSU Faculty Senate Meeting
Tuesday, November 14, 2017, 3:30 pm
K-State Student Union, Wildcat Chamber (previously Little Theatre)

Present: Auten, Baalman, Bannister, Barden, Barkley, Barnett, Bennett, Betz, Bolton, Bormann, Bridges, Chandler, Chavez, Chumachenko, Crawford, DePaola, Devore, Dodd, Douthit, Easton, Eiselein, Erickson, Falcone, Finkeldei, Gonzalez, Goodson, Guikema, Hachiya, Hageman, Harding, Hartman, Hauck, Hedrick, Heinrich, Hsu, Hughey, Kanost, Keen, Lehning, Leitnaker, Lindshield, Littrell, Martini, McCornack, McCrea, Meekins, Mirafzal, K. Nelson, Raine, Renberg, Reznikoff, Roozeboom, Roush, Saucier, Schultz, Shappee, Simser, Spears, Spooner, Stevenson, Sump, Vardiman, Weaver, Wilson, Wood, Yu-Oppenheim, and Zajac

Absent: Andrews, Ayres, Crow, Gabbard, Hamilton, Hettiarachchi, Ireton, Lehman, Markham, Peuchen, and Thomas

Proxies: Aakeroy, Almes, Bergtold, Chengappa, Dodd (after 4:30), Duncan, J. Fallin, Ferguson, Hoag, Hosni, Kennelly, Kingery-Page, Lavis, N. Nelson, Patell, Reed, Warner, and Zolkiewska

Guests/Visitors: Bill Banks, Cliff Hight, Ryan Leimkuehler, Gary Pratt, and Kristin Waller

Parliamentarian: Mickey Ransom

1. President Brian Lindshield called the meeting to order at 3:30 pm.

A moment of silence was held for Frank Spikes, Faculty Senate President in 2007-2008, who passed away on November 8, 2017.

President Lindshield offered congratulations and appreciation to Tanya Gonzalez for her address at the KSU unite event earlier in the afternoon.

2. Guest: Gary Pratt, Chief Information Officer. Dr. Pratt's charge is to create a strategic view of aligning IT with campus, including working with and supporting faculty in teaching, research, and service. He will be listening to people across campus and begin building relationships. Dr. Pratt is eager to hear thoughts about IT on campus. He will begin conducting focus groups to develop a formal idea of where to take IT support on campus, and he is willing to come and talk to departments to gather information and answer questions. His mission is not to centralize IT services, but to collaborate and find intersections of local IT operations with the centralized services to work towards common goals. Licensing software is a good example of cooperation that can potentially save resources. Questions for Dr. Pratt included numerous concerns about Canvas, that the learning management system causes instructors to figure out how to teach using it rather than how it can support how they teach their students, and that learning to use it takes too much time. Discussion took place about the time it takes for faculty to get assistance from the IT Help desk and the variability of the assistance received. Dr. Pratt discussed ideas about providing better self-assistance options for faculty and staff. Concerns were also expressed about email, including important university communications going into junk or clutter. Dr. Pratt requested follow up conversations with senators with specific concerns, and expressed his appreciation for the input he has gathered and his interest in continuing to hear about additional issues and his plans to attend faculty senate meetings.
3. The October 10, 2017 minutes were approved as submitted.

4. Approval of consent agenda (page 6) – Spencer Wood

President Elect Wood inquired if any items needed placed on the discussion agenda. Seeing none, he moved approval of the consent agenda. Motion carried.

5. Report from Standing Committees and Student Senate

A. Faculty Affairs – Charlie Barden/David Lehman

- Proposed changes to University Handbook, Section F83 (first reading) – **Attachment 1**

Barden presented the first reading of proposed changes to Section F83, which discusses the proper use of the grade of “incomplete.” Questions included students paying the cost of tuition twice, avoiding costs and essentially taking the class over again for free, and how students can make up an incomplete on team projects. Another issue concerns students sitting in on courses from a different faculty member for finishing the incomplete. Students who work full time also have particular challenges with scheduling make up class sessions. Some expressed that the college or the specific program should decide what is appropriate in each case rather than having a blanket overall policy. Some feel strongly it should be up to the faculty teaching the courses how students complete the course. The view was offered that the student needs to take responsibility for chasing down the problems rather than having advisors involved. Some senators were confused by the language involving the advisors and what that meant, along with the timeframe for notifications. This item will go back to academic affairs with all the feedback under consideration.

- Proposed changes to University Handbook, Section F102 (action item) – **Attachment 2**

A motion was made to approve the changes to Section F102. Vote passed.

- Proposed changes to University Handbook, Section F115.1 (action item) – **Attachment 3**

A motion was made to approve this proposed addition to Section F. Question was asked: could a course theoretically be offered for 1.5 or 2.5 credits? Yes, it is possible. A question was asked regarding the benefits of 0.5 credit courses. Advantages include use for continuing education credit, community outreach, use for executive education seminars, applications for various professions, etc. A half credit course would offer eight contact hours, which could be a one-day seminar offered on a weekend. Business and Education are both offering professional development opportunities, which can be useful recruiting efforts particularly for advanced degrees. Vote passed.

- Proposed changes to University Handbook, Section F121 (action item) – **Attachment 4**

A motion was made to approve the proposed changes to Section F121. Confusion was expressed about graduation participation versus when the actual degree is awarded. A friendly amendment was made for a typo and a motion was made and seconded to delete a sentence for clarification of wording. Motion passed on the amendment. The vote on the proposed changes, as amended, then passed.

The sentence to be deleted reads as follows in the first paragraph: “The total credit requirement for bachelor’s degrees ranges from 120 to 167 hours, according to the curriculum taken.”

The typo correction is in this paragraph: “Each student must complete at least 30 credits and (should be AT) Kansas State University to be considered for a degree. Further, the student must complete 20 of the last 30 hours of credit at Kansas State University.”

B. Professional Staff Affairs – Loleta Sump/Ashley Thomas

Senator Sump reported that PSA is continuing to discuss and research opportunities for equity for Professional Staff salary enhancements comparable to what is available to faculty and to USS. They are also looking into obtaining spouse/dependent tuition grants for term employees.

C. Student Senate – Olivia Baalman for Jonathan Peuchen

Diversity and inclusion was the sole agenda item at the last Student Senate meeting. A working group has been formed, and many students are attending senate who aren't senators but want to be involved and Student Senate gladly welcomes their interest. The tuition and fee strategies committee is beginning its work. Students are continuing involvement in new hires on campus, including the recent announced hire of the new Associate Vice President for Student Life of Diversity and Multicultural Student Affairs, and the upcoming Chief Diversity and Inclusion Officer.

D. Technology – Michael Raine/Lisa Shappee

- Coursework Records Retention Schedule (informational item) – **Attachment 5**

October was Cyber Security month, and paper documents and hard drives were shredded. The committee also looked at server safety and retention plans. Canvas and Mediasite data will be kept for five years. More information is coming regarding retention schedules as these are developed. Attachment 5, the Coursework Revision Schedule draft has had some revisions and the update was emailed to senators during the meeting. Michael Raine conceded his time to Cliff Hight, University Archivist, for discussion. University Archives seeks to keep long-term records that have institutional archival value. A committee for records management is in place to help the university be in compliance with state regulations about records retention. Revisions were made to the earlier document to shorten the retention time, particularly of print documents, and refine definitions of terms to narrow down what is needed to be kept. Keeping a gradebook as a course record is much easier to manage than keeping all course materials. Using the term “coursework assessment records” rather than “gradebook” includes online information and allows for some flexibility depending on how instructors manage and keep grade records. Any records kept in Canvas are automatically retained for five years. When the five years have passed, faculty will be notified of an upcoming purge so they can use other means to save the information should they wish to retain the records longer.

E. University Planning – Laurel Littrell

FSCOUP met on November 2 to discuss the following items. Two projects have been agreed upon by the three senates for further study for City/University funds: Campus Creek storm water management and crosswalks on North Manhattan Avenue. The City of Manhattan conducted a traffic study of North Manhattan and Denison Avenues adjacent to campus, and these results will be presented at an open house on Wednesday, November 15. FSCOUP has also been discussing the new budget model that will be developed, tuition strategies, and enrollment management and how these intersect. A workshop called “EAB @ K-State” will be held on Monday, November 20 in the K-State Student Union, with a session titled “Aligning the Budget Model to Strategic Goals: A Framework for KSU’s Budget Model Modernization.” It is important for FSCOUP and Faculty Senate to participate in these discussions. FSCOUP is studying the University Handbook Appendices B and K for its role in university planning and budgeting.

F. Academic Affairs – Jenny Bormann/Teresa Hartman

- Observer Role – Canvas (action item) – **Attachment 6**

Bormann directed senators' attention to the proposal and moved to approve. Guests Kristin Waller and Bill Banks from Student Athlete Services in Athletics presented a proposal to have athletic advisors as "observers" in Canvas for student athletes. Advisors track student athletes to ensure they remain academically eligible to compete in athletic events, and are retained and graduate. It is important to maintain program review for academic integrity and is part of best practices for supporting student athletes, and having the observer role will streamline the process of assisting them.

Students must sign a form agreeing to allow advisors to be in the observer role. Questions included why the agreement form includes the entire academic year instead of a semester. Student athletes tend to sign things by academic year and are accustomed to that. Can observers see anything that other students contribute to course discussions? No, they can only see the posts of the students they are monitoring. *Update after meeting:* it was realized that if discussion viewing is enabled that observers would see all discussions. Given that this was not what the understanding was when this was being considered, the decision was made to not allow observers to see any discussions. Can students realistically say no to the agreement without repercussions? They do have the option of saying no and advisors would find other ways to work with them. Advisors are meeting more closely with at risk students, but being observers could help be proactive for students who aren't at risk yet but may begin to struggle. The observer role is already available in Canvas and wasn't something added particularly for athletics. Students can already add observers to look at certain components of courses if they wish. Can students revoke the agreement mid semester? Yes, advisors would work with athletes in these cases. If students wish to submit assignments outside of Canvas for any reasons they wish, they can work with faculty for other methods such as email or print copies of assignments if they don't want to use Canvas.

A motion was made by Baalman to amend the agreement document to be signed per semester rather than the academic year. Zajac seconded. Amendment passed.

Vote on the proposal, as amended, passed.

6. New Business

A. DACA Resolution (action item) – **Attachment 7**

A motion was made by Barden and seconded by Wood to approve the resolution regarding Deferred Action for Childhood Arrivals (DACA).

Discussion:

A couple of minor grammatical amendments were suggested as stated below.

Other questions about the resolution were discussed including if the document is strongly worded enough and calls for action. Should it be more proactive and more pressing for a decision?

A motion was made by Bennett to amend the resolution: remove the first comma in the BE IT RESOLVED statement, and minor wording change as below:

BE IT RESOLVED THAT Faculty Senate supports the continued treatment of DACA students as vital members of our community, deserving of the full-embrace of our tutelage, guidance, and services such as we provide all our students AND that we acknowledge and are concerned with the difficulties current national policies create for them.

Vote on these amendments passed.

Vote to approve the resolution, as amended, passed.

7. Announcements

A. October 2017 Faculty Senate Reapportionment results (informational) – **Attachment 8**

President Lindshield reported that according to the Faculty Senate constitution once every three years, in October, a reapportionment is completed. The attached informational item outlines the changes that have occurred in the past three years.

8. Open discussion period for senators as needed

Motion to adjourn made and approved.

9. The meeting was adjourned at 5:25 pm.

Respectfully submitted by:

Laurel Littrell

Chair of FSCOUP

Substituting for Mindy Markham, Faculty Senate Secretary

Next meeting: Tuesday, December 12, 2017; 3:30 pm, Union Wildcat Chamber

CONSENT AGENDA ACADEMIC AFFAIRS

Approve the following course and curriculum proposals and graduation list and additions:

- A. COURSE AND CURRICULUM PROPOSALS: **To view full proposals, see the Curriculog Agenda:**
<https://kstate.curriculog.com/agenda:163/form>

College of Education:

EDCI - 550 - Schooling and Popular Culture
EDCI - 580 - Internship in Educational Studies

College of Technology & Aviation:

AVM - 370 - Advanced Aircraft Avionics and Instrument Systems
BUS - 520 - Integrated Technology Management Capstone
CMST - 357 - Machine Vision
ETB - 482 - Senior Design Project I
ETB - 483 - Senior Design Project II
Aeronautical Technology BS--Aviation Maintenance Management Option
Aeronautical Technology BS--Unmanned Aircraft Systems Option

Full proposals for these courses can be viewed in Curriculog.

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 link below:

<https://kstate.curriculog.com/agenda:163/form>

From the list of course 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>

GRADUATION LIST AND ADDITIONS:

August 2017 Graduation List as submitted by Registrar's office (undergraduate, graduate, and veterinary medicine)

May 2017 addition: John Willnauer, Bachelor of Science, College of Engineering

May 2017 addition: Madlin Olsen, Bachelor of Science, College of Arts and Sciences

August 2017 addition: Laura Elizabeth Seley, Master of Arts in Teaching, Graduate School