

MINUTES
KSU Faculty Senate Meeting
Via Zoom
Tuesday, March 17, 2020, 3:30 pm

Present: Almes, Andrews, Auten, Bach, Bannister, Barnett, Beebe, Bennett, Bitsie-Baldwin, Blankley, Bormann, Briggs, Charland, Chavez, Ciampitti, Clark, Daniels, Denison, DePaola, Doan, Dodd, Dogan, Douthit, Dunn, Durtschi, Easton, Eiselein, Falcone, Finkeldei, Gabbard, González, Hauck, Hay McCammant, Heatherman, Hettiarachchi, Higginbotham, Hosni, Hubbell, Hudgins, Hughey, Ireton, Jackson, L. Kanost, M. Kanost, Kempton, Kiss, Korten, Krysko, Kulesza, Larson, Linville, Littrell, Markham, Maseberg-Tomlinson, McCornack, McDiffett, McGlynn, Meekins, Mirafzal, Moorberg, Nelson, Nguyen, Oetken, Patell, Penny, Pettay, Raine, Renberg, Reznikoff, Rosenkranz, Santos, Saucier, Schermerhorn, Sevin, E. Shappee, L. Shappee, Sherbert, Skelton, Spooner, Stevenson, Stoney, Tanona, Vardiman, Von Bergen, Warren, Weaber, Wilken, Zajac, Zhang

Absent: Behnke, Chandler, Chengappa, Crow, Karamali, Reed, Wilson, Wood

Proxies: Erickson, Ferguson, Luly, Passarelli, Pathak, Yu-Oppenheim

Guests/Visitors: Lori Goetsch, Gary Pratt, Stephanie Rolley, Charles Taber

Parliamentarian: Mickey Ransom

1. President Tanya González called the meeting to order with a land acknowledgment. She then thanked senators for their ongoing dedication and hard work to meet the challenge of providing education during these changing times. She expressed care for the health and safety of all senators and their loved ones. There was also a moment of gratitude, for senators going above and beyond, leading colleagues in a time of change and anxiety. She noted our Employee Assistance Program available to help us all cope with the stress and anxiety at this time: 888.275.1205, press option #1.

The Zoom chat was saved for the purpose of minutes, so comments and questions or concerns were encouraged in the chat section.

She also shared some standard operating guidelines with senators due to our full meetings being conducted via Zoom. These helpful tips were also provided via email.

2. President González inquired if there were any changes to the draft minutes of the February 11, 2020 meeting. Seeing none and with no objection the minutes stood approved as submitted.
3. Guest: Provost Charles Taber
Topics for Discussion: Covid-19 update

President González welcomed Provost Taber and expressed gratitude in his leadership and communication to the campus. Provost Taber shared a brief highlight of the COVID-19 response and activities over the week.

- To address the issue of community health the decision was made to move classes to distance format.
- To reduce the transmission of the virus, increasing social distance and eliminating face to face contact was strongly recommended.
- The aim now is to continue to serve our community in teaching and research.

- Postponed visits to our campus, canceled in person events and meetings, eliminated in person travel outside the state, worked to close the housing and dining center, with some students accommodated, including international and those who have no other housing available.
- Decision was made to move the work of employees, including student workers, off campus. Ensured continued pay; we value them and will continue to support them.
- Process began to identify employees who are critical to be on campus. We need to know who, when, and how often those people will be on campus. The buildings will be locked, and they will have access.
- Some buildings will be shut down to eliminate daily care beyond a walk through.
- Only those absolutely necessary should be on our campus.
- We have acknowledged that this will be for the rest of the semester, an eight-week interruption. This means an in-person graduation will not be held.

Discussion: Some questions were received prior to the meeting via email. Others were raised during the meeting.

- Is there thought of extending the semester into the summer? At this time, we will not extend the semester. However, this is a fast-changing situation and at times what we think we know today we learn tomorrow that we must take a different course.
- Will the campus shut down all together and when may this happen? We are serving our educational function fully and identifying critical research for which we have contracts and grants that must be completed. We have facilities where animals will need care, so we do not see a full shutdown of operations.
- Now that we have solved student access to materials, the faculty will need time to pick up materials. Can we have those 10 days too? There will be time to retrieve materials with careful social distancing. All faculty will have this opportunity through an orderly process.
- Will mail service continue? Yes, but in modified ways. For the buildings shut down, the mail will be at central mail. Other buildings who have employees working in them will still get mail. Deliveries to campus are allowed, but there will be continued guidance from Cindy Bontrager.
- What about research that is not mission critical and can be done with social distancing? Yes, please communicate with your department. Do not come in and hold lab meetings, but find ways to communicate that are safe.
- If we get booted off a zoom meeting, what is the protocol for continuing the session? There is concern over infrastructure that is out of our control. We have discussed asynchronous class elements, that are not tech dependent. CIO Pratt also added there was a stress test done last week and bandwidth was being looked at. There is a committee working on this and other issues. It was also commented that some who were having issues had children at home doing online gaming and/or video streaming, so keep this under consideration and pay attention to the usage.
- Payment of students not working is a great hardship on research and teaching units in Animal Sciences and Industry. The principle of payment for no work seems to be a dangerous precedent. We operate revenue-based units that cannot afford payment for no work. It was responded that we have an ask out to the legislature, to support students and employees. We may have to take steps away from this if the funding request is not granted. Universities are going in with at \$20 million dollar ask.
- It seems like “critical” research will be defined by the VPR; however, some other information makes it seem that it's up to the deans. Clarification is requested. Can our Machine Shops stay open? They are usually one-person operations; therefore, social distancing can be maintained. It will be up to the researcher explaining to the dean what is critical. CIO Pratt added that there has been a concern about researchers wanting to bring home confidential or proprietary data. This needs to go through the VPR as it could create a security risk.

Provost Taber thanked all for the work they are doing and realizes how hard this is to do. President González stated that with limited time together other questions will be forwarded to the correct people and groups.

Other questions to be shared with the Provost are: At what point might we expect guidance for when teaching faculty may fall too ill to conduct teaching? Will there be a delay of tenure clock considered for tenure track faculty whose research is negatively impacted? What will happen with teaching evaluations, especially for untenured faculty, through the stretch of online teaching? It's possible there will be a potentially unfavorable impact, due to the circumstances, on these evaluations. Graduation was asked about and whether K-State, being a student centered university, could do a departmentwide or collegewide announcement of graduates online with their photo, at the end of the semester in place of commencement to give them a temporary closure on their academic success until other arrangements made in the future?

These and other questions will be shared with the Provost. President González did respond on a couple of the questions noting that there have been discussions about adjustments to promotion and tenure processes and teaching evaluations. Communication with faculty will continue on these matters.

4. Guest: Dean Lori Goetsch & Monograph Collection

President González welcomed Dean Goetsch for an update about the Library and what is available.

Dean Goetsch reported this is our second go around with disaster preparedness to provide services of the Library. We have been getting many requests within Library Loan to get those materials out to you. We are working on how we can get items sent to homes, with a return envelope.

Reserve materials will go online, through scanning. We continue to work on collections and the collection curation project. We have librarians who will work with you on the process.

It was asked if there will be a decontamination of materials mailed back to the library? Yes, the books going out and coming back in will be cleaned and disinfected just as they have been through the fire recovery process.

Accessibility of material is an issue. Students will have materials after March 30, so we need to make due for those first two weeks of courses until students move out of on campus housing.

With limited resources, we may have questions about copywrite and fare use. Librarians Ryan Otto and Emily Finch have experience with copywrite questions so please use them as a resource. It was reported by a senator that Pearson has made some of their e-books available free of charge for classes using them for this semester. The bookstore is working with Follett, to make free resources available through the bookstore.

President González noted that the librarians have been so helpful on many campus committees and thanked them for their work and expertise. Dean Goetsch encouraged all to check the Library website for more information or email her at lgoetsch@ksu.edu with other questions.

5. Approval of consent agenda (pages 7-8) – Mindy Markham

President elect Markham inquired if any items needed moved to the discussion agenda. Seeing none and with no objection, the consent agenda stood approved.

6. Report from Standing Committees and Student Senate

A. Academic Affairs – Todd Easton/Don Von Bergen

- Proposed Mental Health Optional Syllabus Statement – **Attachment 1**

Von Bergen moved to approve the proposed optional syllabus statement. No second is required. The Academic Affairs committee was thanked for their work on this. Motion carried.

B. Faculty Affairs – Don Saucier/Annelise Nguyen

- Proposed University Excused Absence Policy (1st reading) - **Attachment 2**

Saucier presented the proposed policy for a first reading. President González reported that some changes for continuity will be made that were shared by Executive committee members already. However, if you have further questions or comments, please reach out to members of the Faculty Affairs committee to have these discussed. Some of the language in the federally required accommodations is inconsistent and this will be cared for.

Saucier reiterated that feedback is welcome and appreciated. If you have specific line edits, we are happy to review those as a leadership team. This is a policy that was started with USS, faculty senate, and student senate. One situation that led to this policy development was that there were athletes not permitted to take exams because of being absent due to service in representing the university. If students are representing us we need to ask our faculty to make accommodations. DSOs are the main consideration for this policy.

It was inquired whether departments could be allowed the flexibility to tweak the rules? How much tweaking would be allowed? If we are going to have a policy it has to be a policy. It was acknowledged that there are extenuating circumstances, but there should not simply be an opt out. However, it seems reasonable to have language to allow a department to reach its educational mission. This will be discussed further.

There was concern about the language: "When a student provides reasonable advance written documentation of the need for a University Excused Absence, in accordance with the provisions below, instructors are expected to provide the opportunity to make up any assignments, activities, and/or attendance-specific points that contribute to the course grade." A senator shared their experience where there were at one time eight athletes who missed 12 classes each, which caused many hours of make-up work for this class. They then decided not to allow make up quizzes. Not distinguishing between important work towards their grade and small-scale quizzes, is a bit of a problem with respect to course load. It was responded that not giving a make up would be counter to this policy. It was noted that with the future implementation of this policy, if passed, there are changes that would need to be made to come into compliance.

A senator spoke in favor of the proposed policy and would like to recommend that somewhere early in the document "activities" be replaced with "responsibilities" to acknowledge how the university depends on students... the institution relies on the intellectual and other labor students offer through such activities, which distinguishes them from other kinds.

It was noted some text needs to be corrected: "the student shall coordinate with their instructors, advisor."

If you have concerns or suggestions regarding policy language, please email those on to Faculty Affairs. Thank you for the discussion.

C. Professional Staff Affairs – Maria Beebe/Kelly Briggs

No report.

D. Student Senate – Hannah Heatherman

- K-State Proud: They are continuing to meet virtually, so there is some potential for continued Student Opportunity Awards this semester.
- SGA Resolution, Commitment to Uphold an Inclusive and Welcoming Campus – **Attachment 3**
This came about with discussion about the legality of student funding being sourced to bring in any speakers they want to hear from. The resolution is an affirmation of the positive outcomes to our structure that have occurred over the last several years.
- We are continuing FY21 contracts and reservations, where elements cannot be refunded due to no travel or cancellations, requests need to be back to SGA by Monday to put on the agenda for discussion.

President González commended SGA on their response and resolution demonstrating leadership in continuing to have a welcoming climate at K-State.

E. Technology – Brian McCornack/Michael Raine

No report.

F. University Planning – Brad Behnke/Laurel Littrell

- Classroom Willard 114 will be renovated this summer. Renovations for summer 2021 are being considered and information about what classrooms are selected and the impact on capacity will be reported when decisions are made.
- Research enterprise continues to be studied, looking at barriers to encouraging people to pursue grant funding.
- Funds from the e-scooter implementation will be added to the City/University funds for next year, with proposals due on November 1 deadline, so the three senates are considering ideas now.

7. New Business (*moved to next month*)

A. *Open forum live streaming vs. recorded and aired afterward*

This is a non-urgent item; therefore, it will be moved to a future meeting agenda.

8. Announcements

A. All In for K-State All In For Kansas State: Textbooks 2.0 – **Attachment 4**

Update: postponed until further notice

B. Faculty Senate Elections – final ballots in process

Final ballots are in process, please participate in the voting for your unit.

C. [KBOR meeting report](#)

The program review is moving forward, and everything is continuing as approved. We do not have any additional information, but feel as a collective (leadership from K-State and Faculty Senate Presidents) that we need to provide some education points and reminders on how shared governance works. It is to be a reminder that the faculty need to oversee the academic components of the university. A letter has been drafted to the Regents and faculty senate presidents will meet to decide how and when it is delivered.

D. K-State's Keep Teaching site contains excellent resources for remote teaching. There are some great creative ideas about assessment visit the site: <https://www.k-state.edu/keep-teaching/training.html>. Hourly training is being presented this week! If you have need or ideas for additional resources, please pass this along. Let us know if you would like specific training or see a gap, send these ideas to President González or Senator Saucier. They both are serving on the academic continuity team and can discuss these at the daily 8 am meetings.

9. Open discussion period for senators as needed

- A. New Initiatives / For the Good of the University – There were four different sessions at the first Tuesday event, so there was not time for the Good of the University. However, President González encouraged senators to share opportunities to collaborate in new programs or if they become aware of new curricula/programs being considered.
- B. It was reiterated there is a faculty/staff resource to address anxiety and stress: Employee Assistance program is available 888.275.1205, press option #1.
- C. President González will offer a Zoom office hour on Thursday, March 19 at 4pm for those who wish to be updated or share information with her. Details regarding the meeting have been sent to you via email.
- D. Senator Hosni, on behalf of senate, applauded President González for the work she is doing to keep us moving forward and thanked her for her leadership.
- E. Best wishes for health and safety, I want to express great gratitude for you all. Keep your spirits up and if there is anything I can do please send an email to either facsen@ksu.edu or tgonzale@ksu.edu - President González

10. The meeting was adjourned at 4:55 p.m.

Submitted by:
LaVerne Bitsie-Baldwin
Faculty Senate Secretary

Next meeting: Tuesday, April 14, 2020; 3:30 pm

ACADEMIC AFFAIRS CONSENT AGENDA

Approve the following course and curriculum changes and posthumous degree request:

A. COURSE AND CURRICULUM PROPOSALS:

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:964/form>

Agriculture	AGCOM - 635 - Advanced Multimedia Production in Agriculture and Food AGRON - 620 - Applied Crop Physiology AGRON - 635 - Soil and Water Conservation AGRON - 720 - Nutritional Improvement of Food Crops AGRON - 843 - Advanced Forage Management FDSCI - 711 - Flavor Chemistry FDSCI - 712 - Food Packaging FDSCI - 840 - Public Health Practice
Architecture, Planning & Design	PLAN - 707 - Writing and Thinking the City PLAN - 718 - Principles and Strategies of Community Change PLAN - 730 - Planning Professional Practice PLAN - 801 - Knowledge Methods PLAN - 812 - Planning Theory & Law PLAN - 836 - Plan Making
Arts and Sciences	ART - 650 - Advanced Painting Topics ART - 653 - Advanced Painting Topics III ART - 661 - Advanced Painting Methods II ART - 667 - Ceramic Design Studio ART - 682 - Metals & Jewelry Workshop ART - 686 - Advanced Studies in Ceramic Studio ART - 687 - Ceramics Capstone BIOL - 521 - Evolution of Infectious Diseases ECON - 730 - Applied Econometrics ENGL - 227 - Video Games as Literature ENGL - 326 - Introduction to Digital Humanities

	GEOG - 122 - Introduction to Physical Geography: Earth Systems Science Laboratory GRMN - 500 – K-State in Berlin HIST - 101 - Western Civilization I: Ancient Greece to Early Modern Europe HIST - 333 - War and Conquest in Hispanic America SOCWK - 468 - Community Activism and Social Change
Education	DED - 075 - Orientation to Teacher Education at KSU DED - 420 - Honors Project
Health and Human Sciences	CNRES - 799 - Practicum in Conflict Resolution FASH - 600 - Soft Goods Supply Chain Management FASH - 610 - Computer-aided Design of Fashion FASH - 625 - Sustainable Fashion Business FASH - 650 - Fashion Studies Study Tour FASH - 655 - Flat Pattern FASH - 670 - Pre-production Technologies FASH - 695 - Draping FNDH - 635 - Sports Nutrition FNDH - 840 – Public Health Practice FNDH - 958 - Critical Experiences in Industry Research KIN - 112 - Electrocardiography Technician Certification Preparation KIN - 114 - Phlebotomy Certification Preparation KIN - 840 - Public Health Practice
Veterinary Medicine	DMP 840 - Public Health Practice MPH 840 - Public Health Practice VCS - 892 - CS Veterinary Medicine Elective Cr/NC

CURRICULUM CHANGES: <https://kstate.curriculog.com/agenda:965/form>

Architecture, Planning and Design	Master of Regional and Community Planning (M.R.C.P.) Regional & Community Planning (Non-Baccalaureate MRCP)
Arts and Sciences	English (B.A.) Fisheries, Wildlife, and Conservation Biology B.A./B.S. Microbiology B.A./B.S. Modern Languages (B.A.) Social Work B.A./B.S.
Health and Human Sciences	Early Childhood Education (B.S.) Family and Consumer Sciences Teacher Licensure Program (B.S.) Financial and Housing Counseling Graduate Certificate (<i>discontinue</i>)

B. POSTHUMOUS DEGREE REQUEST:

May 2020, Jarrad Kutina, B.S., College of Engineering