

Minutes
Kansas State University Faculty Senate Meeting
November 11, 1997 3:30 p.m. Big 12 Room, K-State Union

Present: D. Anderson, P. Anderson, Aramouni, Atkinson, Baker, Bissey, Brigham, Campbell, Clegg, Conrow, Dawes, Deger, Delker, Dodd, Dougan, Dubois, Dyer, Farmer, Fenton, Fenwick, Fjell, Gray, Grunewald, Guikema, Hamilton, Hassan, Holden, J. Johnson, N. Johnson, Keiser, Klopfenstein, Koelliker, Krstic, Lamond, Laughlin, Legg, Martin, McMurphy, McNamara, Michie, Miller, Ossar, Ottenheimer, Oukrop, Pence, Rahman, Reeck, Reeves, Ross, Ross-Murray, Schapaugh, Shultis, Smith, Stewart, Taylor-Archer, White, Wissman, Woodward, K. Wright, Zabel

Guests: Carl Boger, Rebecca Gould, Chris Hansen, Zach Vader

Proxies: Riemann

Absent: Barkley, Behnke, Benson, Briggs, Charney, Feyerharm, Foster, Fritz, Hagmann, Higgins, Hightower, Jardine, Jones, Kassebaum, Laughlin, Mathews, McClaskey, McCulloh, Peak, Raub, Royse, Schroeder, D. Wright, Zschoche

- I. President Legg called the meeting to order.
- II. The minutes of the October 14, 1997 meeting were approved as distributed.
- III. Announcements

The Library Task Force has issued its final report and it was discussed at an all-university forum on November 7.

There will be an all-university forum on November 12 to discuss what should be included in an intellectual property policy.

President Legg reported that he and Provost Coffman have named two task forces. One is to address the university appeal and grievance procedures and recommend any changes that might be wise. The second is to develop the Program Review plan for Kansas State University. Copies of the memos naming the task forces and giving their membership are attached to these minutes. **Attachment 1**

Chris Hansen, chair of the Course Information Program Committee, reported that the questionnaire to be used has been revised and is now posted on the home page. The committee is now seeking help in testing the instrument this year. Volunteers willing to allot about 10 minutes of class time for administering the questionnaire should contact him.

IV. Bernard Pitts, K-State Union Director, showed plans for the Union expansion project and discussed the timetable. Construction is projected to begin in March and require about two years. The Union will be open throughout the process, although there will be temporary relocations.

V. Standing Committee Reports

A. Academic Affairs Committee -- Don Fenton

1. Senator Fenton moved approval of Undergraduate Course and Curriculum Changes (599 & below) approved by the College of Agriculture October 9, 1997. The motion was seconded and approved.
2. He moved approval of a course approved by the Graduate Council October 7, 1997.

CT 845 Consumers in the Apparel and Textile Market

The motion was seconded and approved.

3. He moved approval of the increase in the credit hours for the School Counseling Masters degree from 42 hours to 48 hours and the Counselor Education and Supervision PhD from 60 hours to 66-78 hours in the Department of Counseling and Educational Psychology. The College of Education approved the changes April 22, 1997, and the Graduate Council approved them October 7, 1997. The motion was seconded and approved.
4. Senator Fenton moved approval of additions to the graduation lists for December 1996, May 1997, and July 1997. The motion was seconded and approved.
5. He moved acceptance of the report of the Ad Hoc Committee on Distance Learning Evaluation. The committee was formed in response to a request from the Board of Regents to assess how well distance learning courses now being taught meet the eleven "Suggested Principles for Undergraduate Education". The motion was seconded and approved.
6. He moved adoption of a resolution reaffirming faculty control of course and curriculum development and maintenance. The motion was seconded.

Senator DuBois offered a slightly revised version as a substitute. The substitution was accepted. **Attachment 2**

Senator Grunewald asked whether the resolution should be returned to College Academic Affairs Committees for discussion, but was advised that Faculty Senate should be the body to vote on the resolution.

Carl Boger, a professor in Hotel, Restaurant, Institutional Management, and Dietetics, was permitted to speak to Senate about his concerns with regard to distance education programs. He perceived an unbalanced voice regarding these programs in the minutes. He advocated having a group, balanced in outlook regarding the issue, study distance education. Several programs in his college are reaching out to professionals who are working in the field. Sometimes it is necessary in connection with these programs to arrange for other schools to offer specific courses. He related that he had called twenty departments across campus asking who should approve substitution of a course taught at another university for a course taught here and received twenty different answers.

Senator Fenton described the procedures for approval which are outline in the Academic Affairs Committee routing document. In addition, college deans normally approve transfer credit on an individual basis.

Senator DuBois explained that the resolution is not recommending any changes in the Faculty Handbook or in any existing policy. Issues regarding courses and their delivery are in the sole purview of the faculty. He agreed that an ad hoc committee to study the issue would be helpful. He then called for a vote on the question. The call for question was approved.

The resolution was approved.

B. Faculty Affairs -- Brad Fenwick

Senator Fenwick expressed his appreciation for the hard work of committee members.

1. He updated the Senate on issues before the committee.

- a. Two members of Faculty Affairs will serve on the Task Force on Grievance Procedures. He hopes that recommendations from the committee will have relatively easy passage through Faculty Affairs.
- b. Faculty Affairs has withdrawn from discussions of the reorganization in Human Ecology and the proposed hiring freeze. FSCOUP will monitor these matters.
- c. Senator McNamara reported that the Provost has forwarded a letter to the dean and department head with instructions to restore faculty rights to the faculty member who had been removed from the academic unit. Senator McNamara hopes for continued progress.
- d. Senator Keiser led a group investigating allegations of improper distribution of money in one college. At the group's request, the Provost pursued the matter and reported back to Senator Keiser and President Legg that he

considered the distributions proper. A copy of the Provost's letter is attached to the minutes as the Provost requested. Faculty Affairs will take the letter under advisement. **Attachment 3**

e. One college introduced administratively a faculty performance assessment with respect to advising. Faculty had no input in the matter. At the request of Faculty Affairs the procedure has been rescinded until appropriate input is obtained.

2. Senator Fenwick referred to three upcoming issues.

a. The Administration and a Board of Regents attorney have prepared a policy prohibiting harassment. The proposal is essentially a block replacement for the current policy. He hopes it will be ready for Senate action at the next meeting.

b. The Committee is looking into questions regarding salaries and raises for administrators and faculty.

c. The Committee has asked units to submit their procedures for dealing with C31.5-31.8. The group will then review and compare them to see whether proposing some modifications would be worthwhile.

3. Senator Fenwick moved approval of an amendment to section D of the Faculty Handbook. The motion was seconded.

Senator Fenwick indicated that the Provost had asked that Senate postpone a vote on the matter. He will be invited to a Faculty Affairs meeting.

Several editorial suggestions were offered. Senator Fenwick suggested that the Faculty Handbook and Policy Committee has authority to edit copy, but not to change the meaning of the proposal.

Rebecca Gould, a professor in Hotel, Restaurant, Institutional Management, and Dietetics, was permitted to address questions to Senate. She asked about the origination and authorship of the document, the procedures with respect to faculty review and input into the proposal, the power of the Handbook Committee, and whether additions to the Faculty Handbook can be expected for every issue. Senator Fenwick addressed her questions in sequence. Faculty Affairs debated whether such an addition to the Faculty Handbook was needed, agreed that it was, then discussed and revised a preliminary draft of the text which Senator Fenwick had prepared. Once Faculty Affairs approved the text, it was sent to Executive Committee and to the Faculty Handbook and Policy Committee for discussion before it was introduced in Faculty Senate. The Faculty Handbook and Policy Committee is a subcommittee of Faculty Affairs which reviews, but is not empowered to make, new policy, Senator Fenwick hopes it won't be necessary to address every issue, but it will be

necessary to proscribe actions if the Administration claims that their actions are appropriate because they are not specifically forbidden by the Faculty Handbook.

President Legg explained that the President, the Provost, the Council of Deans, and Faculty Senate or its standing committees may originate items to go into the Faculty Handbook. Close consultation is required because the Faculty Senate President, the Provost, and the Chair of the Faculty Handbook Committee must sign-off on any changes.

Several senators expressed disappointment that the erosion of a collegial atmosphere has prompted consideration of such motions.

Senator Michie moved to table the motion, allowing senators to discuss the issue at greater length with their constituents. The motion was seconded and passed without dissent.

C. Faculty Senate Committee on University Planning – Vladimir Krstic

1. Senator Krstic reported letters received from Provost Coffman and Dean Stowe detailed that the merger of the two departments had been rescinded as of October 31. Professor Grunewald is leading discussions on the future direction of Foods and Nutrition. The group's preliminary report, due November 10, was that the time frame was too short. They have asked the Provost for more time to develop a better plan. The College Committee on Planning is not involved at present.
2. The President and the Provost acknowledged that announcing the hiring freeze prior to consultation with FSCOUP and Faculty Senate was an error. During the Leadership meeting they declared that the freeze was suspended pending appropriate consultation. Tom Rawson and the Provost have met with FSCOUP to provide information. The Provost explained that, with no major increases in enrollment foreseen for the next two years, this would be an opportunity to free up money to be used for correcting existing technology problems. There is no intention to use the money for developing new technology based programs. Certainly each college has different problems. Some need the money for technology, others find the staffing issue more pressing. Departments losing faculty would not automatically be allowed to retain the money, though the money would stay in the college.

Senator Krstic explained several concerns of FSCOUP. First, there has apparently been no formal notification that the freeze is suspended. Second, this may be especially difficult for the colleges now because they are also faced with two other financial burdens, the levy the Library Funding Task Force recommended that colleges pay and covering the \$600,000 tuition shortfall, which the deans had been told might be necessary. The third concern deals

with the time frame. If the Provost had approached FSCOUP in August, it would be easier for the Committee to respond.

He reported that FSCOUP did not feel they knew enough to be able to make a recommendation at this time.

Senator Dodd offered a motion that we accept FSCOUP's report that the hiring freeze, as it was arrived at through incomplete process, is canceled for this year and that we urge FSCOUP to meet with the Administration to determine, with all due deliberation, whether the hiring freeze is advisable for next year. The motion was seconded.

Senator Rahman spoke in favor of the motion urging us to demand input into such deliberations. She also expressed appreciation of the willingness of the President and the Provost to work with the faculty on resolving difficult issues. She is optimistic that this goodwill will extend to this case as well.

The motion carried.

Senator Krstic requested advice from senators for further discussions.

3. Senator Brigham has worked with the Library Funding Task Force. She recognizes that there is still much work to be done and is not convinced that the University Library Committee will follow through. Members of that Committee were invited to attend the FSCOUP meeting, but did not come.

VI. There was no old business.

VII. There was no new business.

VIII. For the Good of the University

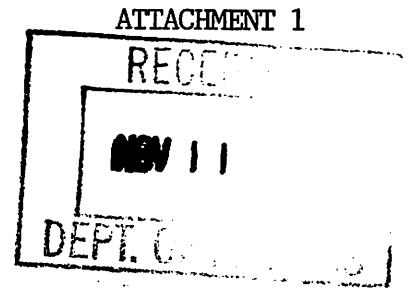
1. President Legg encouraged the Senate to realize that, despite the disagreements with the Administration voiced at this meeting, the latest Administration and Senate Leadership meeting saw many topics essentially resolved. He also is pleased by the prompt discontinuance of the rating of advising as reported by the Faculty Affairs Committee.
2. Senator Fenwick invited all of the university community to presentations on November 18 and 19 by Rosemary Talab on the issue of copyright and the classroom.

IX. The meeting adjourned at 5:30 p.m.



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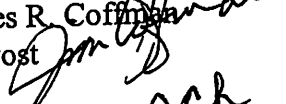

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November 7, 1997

TO: Task Force Members
Jan Wissman, College of Education (Chair)
George Keiser, English
Prakash Krishnaswami, Mechanical & Nuclear Engineering
Dennis Law, College of Architecture, Planning & Design
Michael McNamara, Architecture
Peter Nicholls, College of Arts & Sciences
Talat Rahman, Physics
Jane Rowlett, Unclassified Affairs & University Compliance

Resource Persons to Task Force
Lyman Baker, English
Jim DuBois, Interior Architecture
Ruth Dyer, Electrical & Computer Engineering
Rich Gallagher, College of Engineering
John Lankford, Provost's Office
Cheryl Strecker, University Attorneys Office

FROM: James R. Coffman 
Provost
James C. Legg 
Faculty Senate President

SUBJ: Formation of Task Force to Review Appeal and Grievance Procedures

Thank you for agreeing to serve on this task force. This is a very important subject, especially at this point in the University's history. Many changes have occurred in terms of law, demographics, societal issues and general responsibilities of administrators and faculty since existing policy and procedures were written. We are asking that you review the policy and procedures in the *Faculty Handbook* regarding appeal and grievance. Matters of concern include continued assurance of due process, but also the time all parties incur, sequence of events, and hearing procedures. It also may be that some contingencies are not adequately accounted for. This list is not exhaustive, but calls attention to the areas of greatest concern at the outset. While we do not want to foreshorten the task force's deliberation, we would hope that the project could be completed with a draft of new policy (where needed) that could be started through the approval process by April of 1998. A list of faculty and administrators who have had considerable experience with the current system is given above, and the task force is encouraged to seek their input where appropriate.





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November 5, 1997

TO: Ken Klabunde, Chemistry (Chair)
Tim Donoghue, Graduate School
Don Fenton, Electrical & Computer Engineering
Bikram Gill, Plant Pathology
Constanza Hagmann, Management
Mike Holen, College of Education
John Keller, Landscape Architecture/Regional & Comm. Planning
Terry King, College of Engineering
Dennis Kuhlman, College of Technology & Aviation
Elizabeth McCullough, Clothing, Textiles & Interior Design
Carol Oukrop, Journalism & Mass Communications
Steve White, College of Arts & Sciences
Don Foster, Registrar (Resource person)
Ron Downey, Planning & Analysis (Resource person)

FROM: James R. Coffman
Provost 

James C. Legg 
Faculty Senate President

SUBJ: Membership on the Program Review Task Force

Thank you for agreeing to serve on this task force, the purpose of which is to develop and recommend criteria, standards and procedures for review of all academic programs at Kansas State University. This process will take place within the context of the Board of Regents approved document on this subject (a copy of which is attached). Vision 2020, the FY97 Strategic Planning report, as well as the ongoing review of graduate programs, also will be incorporated into this process. It also should be kept in mind that the university's five strategic themes will be reviewed this year by the Strategic Planning Committee. Ken Klabunde has agreed to serve as chair.

In order to allow the Council of Chief Academic Officers to make comparisons and encourage coherence between the approach at each of the universities, a draft (or at least a working outline) will be necessary by December 10, 1997. The board will be considering the university documents at the March, 1998, meeting; therefore, the final report will be due not later than February 15, 1998.

This process has very important implications for the university's future. A more complete charge will be presented at the first meeting along with supporting information.

Again, your service on this very important project is very much appreciated. Ron Downey and Don Foster are suggested as resource persons, but the task force may find it needs to engage additional people and is encouraged to do so.

sa

cc: President Wefald

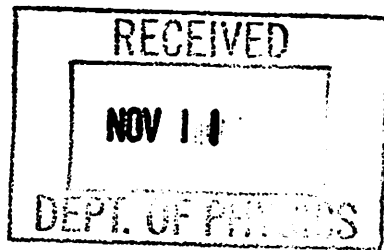
Friendly Amendment

(changes are italicized; also, the period after the second paragraph was changed to a comma, the word "belongs" in the last paragraph was changed to "belong", and a comma was added after the word "Handbook" in the last paragraph.)

Whereas the University is moving into the delivery of courses through the use of the multi-media technologies; and

Whereas the Faculty Handbook of Kansas State University in Section D clearly identifies that the faculty has the complete responsibility and authority for the development and maintenance of all courses and curricula,

Now, therefore, be it resolved by the Faculty Senate of Kansas State University that the responsibility and control for all matters concerned with courses and curricula, *which* uniquely belong to the faculty as defined in Section D of the Faculty Handbook, *are* reaffirmed.



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November 11, 1997

TO: Dr. James Legg
 Faculty Senate President

Dr. George Keiser
 Faculty Affairs Committee Member

FROM: James R. Coffman
 Provost

A handwritten signature in black ink, appearing to read "James R. Coffman".

SUBJ: Response to Issues Raised in Dr. Keiser's Letter of 10/31/97

Your letter of 10/31/97 raised questions about the use of KSU Foundation funds by the Dean of Veterinary Medicine to compensate certain faculty members in an allegedly inappropriate manner. I take it this letter refers to the same allegations raised by Dr. Brad Fenwick at the October Faculty Senate meeting, a point to which I will return below.

Dean Marler and I have obtained the check numbers, dates, payees, amounts and purposes for every check issued on a Veterinary Medicine Foundation account from 1/1/97 through 6/30/97. These data have been validated by Jim Buchheister, Controller of the KSU Foundation (see enclosed letter).

Not a single payment was made for the purpose of supplementing or enhancing faculty salaries. Substantial numbers of checks were issued to faculty as reimbursement for travel expenses, supplies and so forth, as well as for things like reimbursements for dinner meeting expenses related to recruiting candidates. In short, not a single payment was made of the sort alleged.

About the time all this work had been done, I received an e-mail from Dr. Keiser saying that the issue may not be Foundation funds after all, but rather state funds. I have reviewed the allocation of state salary funds in Veterinary Medicine since receiving Dr. Keiser's e-mail. The only unusual aspect is that, based upon discussion among the department heads and dean, part of the 0.7 percent retained by deans last year was allocated on a one-time basis in that college. While one might argue with individual-by-individual salary adjustments, the approach certainly does not constitute misuse of funds.

I trust this puts this matter to rest. If, for some reason, one or both of you believe you need to review the material, I will arrange it.

Legg and Keiser
November 11, 1997
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In closing, I would note that neither of you initiated this episode, and that you have acted responsibly to address it. And, certainly, if one or more people believe that salary allocations are inappropriate or inequitable, based upon facts, their concerns should be voiced. But there are appropriate and established means of doing so. However, bringing this up *for the first time* in an open meeting without any relevant basis or shred of evidence, and with the reckless use of phrases like "misuse of funds," is the most unprofessional and noncollegial behavior I have seen in more than ten years of working with Faculty Senate.

I anticipate this memorandum will be incorporated into the minutes of the next meeting of the Faculty Senate as a sequel to the original statement.

Best personal regards.

sa

cc: President Wefald
Dean Marler
Council of Deans

Enclosure