Present: D. Anderson, P. Anderson, Baker, Clegg, Conrow, Delker, Deluccie, Devault, Devlin, Dodd, Fenton, Fenwick, Finnegan, Fjell, Flores, Foster, Glasgow, Gray, Hagmann, Hamilton, Holden, Hoag, Johnson, C. Jones, Kassebaum, Keiser, Kirkham, Koelliker, Krstic, Legg, Lehman, Lynch, Maatta, Mann, Martin, Mathews, McCulloh, Michie, Miller, N. Mosier, Ossar, Ottenheimer, Oukrop, Pence, Rahman, Ransom, Salsberry, Schapaugh, Selfridge, Shultis, Schmidt, Stewart, Swanson, Taylor-Archer, Verschelden, Webb, Weiss, Wetta, White, Williams, Wissman, Youngman, Zabel

Proxies: Aramouni, Exdell, Geiser, Liang, Takemoto

Absent: Atkinson, Barkley, Behnke, Briggs, Cushman, Eckert, Grunewald, Higgins, Hightower, Hosni, Jardine, J. Jones, McClaskey, D. Mosier, Raub, Rush, Schroeder

Visitors: Jim Coffman, David Royse, Amy Gross, Beth Unger

.   President Rahman called the meeting to order.

II.   Minutes of the February 9, 1999 meeting were approved.

III.   Unfinished Business

The discussion to adopt the changes to Sections C53.1 - C53.3 of the Faculty Handbook was resumed, having been interrupted by a loss of quorum at the last session. Senator Legg proposed an amendment to the motion that was seconded by Senator Dodd. The amendment failed. A substitute motion was then proposed by Senator Matthews and seconded by Senator Ransom. The substitute motion failed. It was then moved by Senator Michie and seconded by Senator Hamilton to refer the question to the Faculty Affairs Committee. The motion to refer was passed.

IV.   Standing Committee Reports

A. *Faculty Affairs Committee* - Alexander Mathews

1. It was moved and seconded to amend Sections C92.1 - 92.2 (Mid-probationary review) of the Faculty Handbook as presented as Attachment 3 of the Agenda with the following typographical error corrected: "C113.2" at the beginning of the third sentence in paragraph C92.3 is replaced by "C153.1."

It was moved and seconded to amend the motion so that the paragraph C92.3 marked as deleted would be inserted and the paragraph numbered C92.3 be renumbered as C92.4.

The motion carried.

The main motion as amended passed. (ATTACHMENT 1)

2. It was moved and seconded to amend Sections C110 - 116.2 (Procedures for Tenure Evaluation) of the Faculty Handbook as presented as Attachment 4 of the Agenda. Senator Mathews then proceeded to offer seveal changes to the motion. Senator John McCulloh yielded the floor to Provost Coffman. Discussion ensued in which Senator Legg raised the point that it was inappropriate to try to change legislation from the floor after considerable time and thought had been put into the motion by the Committee. It was then moved and seconded to refer the issue to the Faculty Affairs Committee. The motion to refer passed.

B. *Faculty Senate Committee on University Planning* - Vladimir Krstic

FSCOUP presented as Attachment 5 of the Agenda its Strategic Themes Summary Report and asked for discussion and input. Senator Ottenheimer yielded the floor to Provost Coffman. The Provost provided a brief history of strategic planning at KSU and pointed out that the Kansas BOR will be using qualitative and statistical data in reviewing programs on campus. At present, forty per cent of KSU degree programs do not meet the BOR's statistical criteria. The Provost also discussed the graduate program review and noted that there are fundamentally two types of graduate programs at KSU; those in which students pay tuition and those in which students get tuition waivers. He is aware of the concern that the graduate review process may lead to the enhancement of some programs at the expense of others and stated that he is not in favor of any program gaining at the expense of any other but that the BOR review will likely raise this issue. He then pointed out that support for graduate research has found a place at the BOR meetings with the three research institutions for the first time getting to meet with the BOR on the issue. In the past, KSU, KU, and WSU have been treated as no different as the other regents' institutions. The Distinguished Professors from the three research institutions have also had the opportunity to meet to discuss graduate research. Faculty Senators then raised several issues: Senator Maatta criticized the large number of strategic themes listed, Senator Legg emphasized the need to pass the matter to the Strategic Planning Committee, Senator Shultis was concerned that the themes do not represent faculty concerns adequately and questioned why no theme existed to address the issue of technology. He also noted that faculty at large were not aware of the Strategic Planning Themes and that College CCOPs had not provided adequately for faculty input. President Rahman noted that a discussion board will be set up to provide a means to further discussion on the issue of strategic planning and that input shoul be provided to the Faculty Senate Committee on University Planning by sending email to Chair Krstic within the next seven days.

C. *Academic Affairs Committee* - Margaret Conrow

1. Course and Curriculum Changes

   a. Undergraduate Education

   It was moved and seconded to approve the Undergraduate Course and Curriculum Changes approved by the College of Education January 26, 1999.

   The motion passed.

   b. General Education

   It was moved and seconded to approve the courses for general education approved by the General Education Task Force December 23, 1998.

ANTH 524	Immigrant America--approved by the College of Arts and Sciences November 5, 1998
PHILO 100	Introduction to Philosophical Problems--approved by the College of Arts and Sciences April 20, 1996
PHILO 110	Introduction to Formal Logic--approved by the College of Arts and Sciences April 20, 1996
PHILO 115	Introduction to Philosophy of Religion--approved by the College of Arts and Sciences April 20, 1996
PHILO 120	Introduction to the Philosophy of Art and Literature-- approved by the College of Arts and Sciences April 20, 1996
PHILO 130	Introduction to Ethics--approved by the College of Arts and Sciences April 20, 1996

   The motion passed.

   c. Graduate Education

   1. It was moved and seconded to approve Graduate Course and Curriculum Changes approved by the Graduate Council February 2, 1999.

   DROP
AGEC 615	International Agricultural Development
ASI 926	Rumen Microbiology Laboratory
HORT 921	Horticultural Crop Nutrition

MINOR MODIFICATION

ASI 690	Principles of HACCP
ASI 791	Advanced Application of HACCP Principles in the Meat and Poultry Industry
ASI 792	Advanced Principles of Hazard Analysis and Risk Assessment
ASI 793	Validation of HACCP Plans
ASI 794	HAACP and Food Inspection
ASI 820	Rumen Metabolism
ASI 907	Food Dispersions
ASI 925	Rumen Microbiology
GRSC 825	Novel Use of Biopolymers

NEW

AGEC 815	International Agricultural Development
AGEC 816	Farming Systems Approach to Sustainable Development
AGRON 835	Nutrient Sources, Uptake and Cycling
ASI 728	Physical Methods of Food Analysis
ASI 789	Advanced Application of HACCP Principles in the Food Industry
ASI 905	Lipids in Food Systems
ASI 906	Food Proteins
ASI 908	Carbohydrates in Food Systems
HORT 775	Plant Nutrition and Nutrient Management

Senator Matthews expressed concern about AGEC 816 and proposed to amend the motion to exclude that course. The amendment was seconded but failed to pass. The motion passed.

2. It was moved and seconded to approve the Title Change to the Graduate Degree and Program: Pathology to Pathobiology approved by Graduate Council February 2, 1999.

The motion passed.

2. It was moved and seconded to approve: (a) the December 1998 Graduation List and the additions to the May 1998, August 19998, and December 1998 Graduation Lists and (b) the request for posthumous degree of Bachelor of Science in Agriculture with a major in Park Resource Management for Gregory Allen Arpin.

The motion passed.

3. Ad Hoc Committee on Academic Policies Report - Don Foster

The priorities for enrollment have been changed to allow students with the highest number of credit hours to enroll first. The KATS program is seeing

increasing use with a much higher percentage of Freshmen using the system than upperclass students. The Summer and Fall Line Schedules have been combined in one publication and will be available shortly. Both are available online at present. A Task Force has been formed to try to improve the "wait list" system.

4. It was moved and seconded to accept the report of the University General Education Assessment Team as stated in Attachment 6 of the Agenda. David Royse and Amy Gross answered several questions by Senators. Senator Michie then moved to table the motion. The motion was seconded.

The motion was tabled.

V.   Announcements

A. A Calendar Committee has been formed to look into a Fall Break. Faculty Senates at both KU and WSU are proposing calendars with Fall Breaks.

B. A handout of the Kansas State University Undergraduate Honor System Constitution is available to Senators. Those who did not pick one up at the meeting should contact Senator Phil Anderson. The Constitution will be discussed at the next meeting of Faculty Senate.

C. The current search for the position of Vice Provost for Research and Dean of the Graduate School is underway. Faculty may not have had the chance to meet the candidates or provide input. There are video tapes of the candidates public presentations available and any faculty member may contact the chair of the search committee, Pat Richard, via email (Richard@phys.ksu.edu) to voice an opinion.

D. A handout concerning installation and upgrade of virus protection software was made available at the meeting (ATTACHMENT 2). The University has purchased a site license for virus protection software that can be used by all students, faculty, and staff on their computers both at work and at home. A potentially destructive virus has been identified on campus that, in one version, will activate on March 26 and could ruin the BIOS of an infected machine. Questions about the software will be answered at the iTAC Help Desk (532-7722).

VI.   The meeting was adjourned at 5:30 p.m.

Mid-Probationary Review

Proposed Revised Policy

C92.1   Mid-probationary review. A formal review of a probationary faculty member is conducted midway through the probationary period.

Unless otherwise stated in the candidate's contract, the mid-probationary review shall take place during the third year of appointment. This review provides the faculty member with substantive feedback from faculty colleagues and administrators regarding his or her accomplishments relative to departmental tenure criteria. A positive mid-probationary review does not insure that tenure will be granted in the future nor does a negative review mean that tenure will be denied.

C92.2   Procedures for the mid-probationary review are similar to procedures for the tenure review and are established by the departmental faculty in consultation with the department *chair*/head and the dean. The department *chair*/head is responsible for making the candidate's *mid-probationary review* file available to the tenured faculty members in the department at *least fourteen calendar days prior to a meeting to discuss the candidate's progress. A cumulative record of written recommendations and accompanying explanations forwarded to the candidate from previous reappointment meetings, and any comments from individuals outside the department relevant to the assessment of the candidate's performance will also be made available to the eligible tenured faculty.* The department head *may* discuss the review *and assessment of the tenured faculty members in the department* with the dean, and shall provide a letter of assessment to the candidate, including a summary of faculty comments and suggestions. *(See C35 regarding confidentiality of peer evaluations). This letter of assessment and the faculty report will become a part of the candidate's reappointment and mid-probationary review file.* The department *chair*/head *will discuss* the review and assessment with the candidate. *After receiving the assessment, the candidate has the right to submit a written response for the file.*

C92.3   *Comments also may be solicited from students, and other relevant faculty members in the college or university, and from outside reviewers. In the case of Extension faculty members or faculty members whose primary responsibility is Directed Service (e.g., librarians and clinicians), the comments of various clientele served may be solicited as part of the evaluation for mid-probationary review.*

C92.4   *College procedures. The candidate's mid-probationary review file as well as other materials specified in C92.2, and a copy of the departmental criteria and standards will be forwarded to the college advisory committee. C113.2 is incorporated herein by reference as the evaluation procedure to be followed by the college advisory committee. The dean will provide a letter of assessment to the candidate that includes a summary of recommendations from the college advisory committee.*

Kansas State University
· Information Technology Assistance Center

F-SECURE
Anti-Virus

General Information
                        Product: DataFellows F-Secure
                        Web address: http://www.datafellows.com

Useful URLs

http://www.ksu.edu/cns/center/download – site for campus download of anti-virus software
http://www.datafellows.com   -----   home page of KSU's anti-virus software
ftp://ftp.DataFellows.com/anti-virus/updates ----- daily updates of your anti-virus datafile
http://www.virusbtn.com/VirusInformation/ — extensive descriptions of specific Viruses
http://www.av.ibm.com/InsideTheLab/VirusInfo/Descriptions — lengthy list, less explanation
http://www.av.ibm.com/BreakingNews/VirusAlert/ – very current virus alerts
http://www.virusbtn.com/AVLinks/sites.html — List of Anti-Virus web sites
http://www-tec.open.ac.uk/casg/avone.html — Describes viruses in general
http://www.cert.org – Computer Emergency Response Team security info clearinghouse
http://www.kumite.com/myths – internet/virus myths and hoaxes
http://ciac.llnl.gov/CIACHoaxes.html – more on hoaxes

To update your F-Secure Anti-Virus software (fsmacro.def)

One should update their virus software so that as new viruses appear, the anti-virus software has been updated to recognize and eliminate them.

Using a browser (Netscape or Explorer) type the following as the *Location*:

ftp://ftp.DataFellows.com/anti-virus/updates/

Scroll down until you find fsupdate.exe (has been the last one on the page). Double click on **fsupdate.exe** and download the file. (Tip: you may find it beneficial to download it to your *Desktop* instead of a directory – easier to find)

Minimize your browser. Double click on fsupdate.exe to begin the update process. No further action is necessary. You will probably want to erase the fsupdate.exe from your Desktop by doing a right click on it and selecting *delete*.

Anti-virus Rules For End-Users

- Scan all e-mail attachments before running them
- Always check all disks and software before using
- Never execute software or demos from an unknown source
- Always check disks handed in as homework for viruses before using
- Remove a floppy when it is not in use
- Be sure your bootable system disk is free of viruses
- Scan all software you download for viruses
- **Be sure to update your Anti-virus software frequently**
- If you commonly use more than one machine, be sure each one runs Anti-virus software and is kept current
- Report virus attacks to the Information Technology Help Desk in Hale Library