

**MINUTES**  
**Kansas State University Faculty Senate Meeting**  
**August 18, 1998 3:30 p.m. Big 12 Room, K-State Union**

**Present:** D. Anderson, Baker, Behnke, Canter, Charney, Clegg, Conrow, Consolvo, Cushman, Devault, Devlin, Dodd, Dubois, Exdell, Fenton, Fenwick, Flores, Geiser, Gray, Grunewald, Hamilton, Holden, Hosni, Jardine, C. Jones, J. Jones, Kassebaum, Keiser, Krstic, Legg, Lehman, Lynch, Mann, McCulloh, Michie, Miller, Mosier, Ossar, Ottenheimer, Oukrop, Pence, Rahman, Ransom, Salsberry, Swanson, Takemoto, Verschelden, White, Williams, Wissman, Youngman, Zabel, Zajac

**Proxies:** Johnson, Koelliker, Schapaugh

**Absent:** P. Anderson, Aramouni, Atkinson, Barkley, Briggs, Clark, Delker, Deluccie, Eckert, Finnegan, Fjell, Foster, Glasgow, Higgins, Hightower, Kirkham, Liang, Mann, Martin, Mathews, McClaskey, Raub, Rush, Schroeder, Shultis, Schmidt, Stein, Stewart, Taylor-Archer, Weiss

**Visitors:** Jane Rowlett, Clyde Howard

- I. President Rahman called the meeting to order at 3:30 p.m.
- II. Minutes of the June 9, 1998 meeting were approved.
- III. Announcements
  - A. The Regent Institutions' Faculty Senate Presidents held a retreat on August 13. At their meeting an agenda for the year was proposed. Topping the list of items was the development of a mission statement and the creation of sub-committees to deal with the following items: 1. the plan for governance of higher education, 2. a multiyear plan for increasing faculty salaries, 3. distance education, and 4. a program for faculty development and productivity including the criteria for minimum standards.
  - B. A retreat was held on June 29 attended by members of Faculty Senate leadership, the Strategic Planning Committee, Council of Deans, and Central Administration. The purpose of the meeting was to discuss the strategic planning at KSU. It was felt that the retreat was a good start and a worthwhile opportunity towards the development of a coherent set of guidelines for the University.

- C. Members of Faculty Senate leadership have been attending the annual meetings of the American Association for Higher Education. President Rahman thought that KSU should take a more active role in these meetings by making presentations about the efforts at the University to deal with chronic low achievement, minimal standards, and post-tenure review. She would like input from the faculty.
- D. On September 10, from 3:30 to 5:30 p.m. in Forum Hall, there will be the annual General Faculty meeting. This meeting, usually the time for the State of the University messages, will be focused instead on this year's goals and agenda for Faculty Senate. Any suggestions should be submitted to President Rahman before September 8. Attempts will be made to have it televised to the Salina campus.
- E. Past President Legg noted that a draft of the Intellectual Property Proposal is on the Web. The Board of Regents plan to take final action on the proposal at their October meeting. Faculty should take a look at the proposal and get any feedback to the BOR before then.
- F. Jane Rowlett announced that the Administration's Faculty Handbook Committee has approved the changes proposed last academic year to the Handbook. Copies of the revised Handbook will be available in Department and Dean's offices for perusal and they will also be on sale at the Union Bookstore. This year's University Committee Book will be posted on the Web.
- G. President Rahman, in order to continue increasing better relationships with the Kansas Board of Regents, will be inviting members of the Board to the next meeting of Faculty Senate.

#### IV. Special Reports

##### A. General Faculty Grievance Board - Rebecca Gould

Last year there were three grievances filed: one dealing with the violation of academic freedom was withdrawn, one concerning the graduate school was rerouted to the Graduate School, and one dealing with the awarding of tenure was sent to the President's Office for resolution.

##### B. Task Force to Review Appeal and Grievance Procedures - Jan Wissman

The Task Force was charged at the end of last calendar year with reviewing policy and procedures in the Faculty Handbook regarding appeal and grievance. Beginning in January, the Task Force, meeting on a weekly basis, reviewed data, conducted interviews, ran surveys, and developed a set of recommendations.

Three subgroups were formed with each concentrating on one of the following categories of recommendations: 1. effective ways to reduce the number of grievances, 2. Faculty Handbook revisions related to appeal and grievance

procedures, and 3. the structure of grievance hearings. Jane Rowlett, Clyde Howard, and George Keiser each gave a brief presentation of their group's recommendations.

Group 1 recommendations are to: (a) improve the feedback and guidance given to tenure track faculty and to faculty who are intending to go up for promotion, (b) increase the accountability on the part of faculty and administrators who vote on promotion and tenure, and (c) improve communications so that faculty are more aware of the policies and procedures that are relevant to faculty employment processes and issue resolution specifically related to annual evaluation, reappointment, tenure, and promotion.

Group 2 recommendations are to: (a) define the role of the ombudsperson and add cross references in the Faculty Handbook and (b) revise Section C and the Administrative Appeals Sections of Appendix G in the Faculty Handbook.

Group 3 recommendations are to: (a) assure continuity of policy and practices, (b) continue to permit use of lawyers by all parties, (c) expand the size of the pool of the General Faculty Grievance Board, (d) provide access to information, (e) assign responsibility for use of key terms, (f) revise hearing procedures in Appendix G, (g) establish a two-day structure for the grievance hearing, (h) modify instructions for the grievance panel report, and (i) define the role of the advocate.

The Task Force Report will be discussed at a Dean's Council meeting, put on the Web for general viewing, and presented to the Faculty Senate Committee on Faculty Affairs before proceeding to a vote by Faculty Senate.

## V. Standing Committee Reports

### A. Academic Affairs -- Jim Dubois

The Committee will be setting its agenda for the year at its first meeting. Several Senators made suggestions of items.

### B. Faculty Affairs -- Brad Fenwick

The first meeting of the Committee is September 1. It will be setting its priorities then.

### C. Faculty Senate Committee on University Planning - Vladimir Krstic

At its first meeting, the Committee will begin dealing with the following issues: distance learning, strategic planning, the library, campus development, and improving communication with the Provost's Office.

VI. For the Good of the University

Senator Michie questioned the economic and ecological wisdom of the K-State Union's use of only plastic and paper for food service. She noted, furthermore, that the quality of food in the Union has decreased while prices have increased. Senator Conrow recommended that these concerns be conveyed to Student Senate. Senator Dodd agreed that student pressure is the key mechanism for getting anything positive done.

Senator Fenwick reminded faculty that it is important to provide input into the Manhattan Transportation Study and the KSU Transportation Study presently underway.

VII. The meeting adjourned at 4:49 p.m.