

MINUTES
Kansas State University Faculty Senate Meeting
December 8, 1998 3:30 p.m. Big 12 Room, K-State Union

Present: D. Anderson, P. Anderson, Baker, Behnke, Clark, Clegg, Conrow, Cushman, Devault, Devlin, Dodd, Dubois, Exdell, Fenton, Fenwick, Fjell, Flores, Foster, Geiser, Glasgow, Gray, Grunewald, Holden, Hosni, C. Jones, J. Jones, Keiser, Krikham, Koelliker, Krstic, Legg, Lynch, Martin, Mathews, McCulloh, Michie, Ossar, Ottenheimer, Oukrop, Pence, Rahman, Ransom, Rush, Salsberry, Schapaugh, Schmidt, Shultis, Stewart, Taylor-Archer, Verschelden, White, Wissman, Youngman, Zabel

Absent: Aramouni, Atkinson, Barkley, Briggs, Canter, Charney, Consolvo, Delker, Deluccie, Eckert, Finnegan, Hagmann, Hamilton, Higgins, Hightower, Jardine, Johnson, Lehman, Liang, Mann, McClaskey, Miller, D. Mosier, N. Mosier, Raub, Schroeder, Swanson, Takemoto, Weiss, Williams

Proxies: Kassebaum

Visitors: Richard Hayter

- I. President Rahman called the meeting to order.
- II. Minutes of the November 10, 1998 meeting were approved.
- III. Announcements

A. President Rahman reported that the Library Committee and some members of the Leadership Group had met with the President and the Provost concerning library funding. President Wefald has made personal donations to the library. George Strecker, chair of the Library Committee was in attendance at the request of Rahman, and he summarized the situation regarding library funding. He considers it important to strive for membership in the Association of Research Libraries. He believes that our administration is beginning to accept the importance of this strategy. There is now an officer in the KSU Foundation who is concerned with funds for a library endowment. President Rahman then asked for Faculty Senate's endorsement of a letter from Faculty Senate to Coach Snyder thanking him for his support of the library and one to President Wefald thanking him and Mrs. Wefald for their contributions to the library. The endorsement was given.

B. The GTA Evaluation Form has been revised. The revised form will be submitted to Academic Affairs and then to the Senate.

C. Faculty Senate Leadership met with a group of faculty from the College of Veterinary Medicine to resolve a long-standing issue. The issue, concerning the placing of a department head on administrative leave, has been resolved and there will be attempts made to improve communication between the College and the remainder of the Campus.

D. At the November Board of Regents meeting in Liberal, Kansas, the Intellectual Property Policy was passed. KSU has now constituted a committee to draft a policy implementing the Board's and to review and make recommendations for revisions to existing KSU policy (**Attachment 1**). The BOR also expressed its full support of the faculty salary enhancement plan and members are optimistic that it will be passed by the legislature. The Student Advisory Council at the meeting promoted the idea of a Fall Break. They suggested that the name should be changed, however, so that people would not get the wrong impression that it is to be like Spring Break; where students take off for fun on the beaches. The work of the Governor's Task Force on Higher Education will be a topic of discussion at the January BOR meeting. Suggestions have been made that the suggested coordinating committee include both student and faculty representation. Any ideas about this matter are welcomed by President Rahman.

E. A Calendar Committee with faculty representation has been proposed. Any volunteers should contact President Rahman.

F. President Rahman will be appointing members to a newly formed Faculty Senate Technology Committee.

G. VPAST Unger has informed Faculty Senate that hackers recently broken into the KSU computer system several times again emphasizing the need for greater security. To achieve this every user on Campus will be asked to change their passwords. The VPAST also pointed out that everyone will have to have a central email address.

H. President Rahman congratulated our latest winners of a Marshall Scholarship: Tim Riemann, majoring in Agricultural Economics, Pre-law, plus Political Science and Sam Halabi, majoring in Political Science with a secondary major in Environmental Studies and Natural Resources. Each will get a congratulatory letter from Faculty Senate.

I. Richard Hayter, Associate Dean of Engineering and Chair of the Campus Development Committee, provided an overview of the Committee's structure, described its purpose, and gave an update of its activities. Several handouts were made available. The Committee is divided into seven (7) subcommittees, is an advisory body to Tom Rawson, Vice President for Administration and Finance, and its members are appointed by the Vice President after consultation with the Deans. Its chief responsibility is to oversee the long range planning of physical developments on Kansas State University's property and the Committee is drawing up a master plan. Faculty Senators recommended that a WWW site be constructed to contain the information about the Committee and its work. Senate also recommended that Campus expertise be better incorporated into long range planning and President Rahman will discuss the matter of better faculty representation on the Committee with the Administration.

IV. Special Reports

A. IRMC

Martin Ottenheimer, Faculty Senate Secretary and a member of IRMC, described two policies under consideration by the Informational Resource Management Council (IRMC), an advisory body to the VPAST. One is the consideration of a fee to be charged to administrative units for distributing for bulk email (E-Notes). Another is for setting up a mechanism for stopping food and drinks from being brought into the hi-tech classrooms.

B. Schedule 25

Don Foster, University Registrar, described Schedule 25 as a computer program that schedules the use of general classrooms based upon partitions of the University (which essentially is buildings), preferences of departments, and physical features of the classrooms. He pointed out that whether a room is or isn't a general classroom is sometimes difficult to determine but that using the program has reduced Sharon Hauck's time in scheduling classrooms from weeks to hours. Foster expects that with the increase in enrollments and decrease in general classrooms predicted to occur soon that faculty freedom in determining scheduling will diminish.

V. Standing Committee Reports

A. Academic Affairs -- Jim Dubois

1. Course and Curriculum Changes:

a. Undergraduate Education

1. It was moved and seconded to approve the Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences April 16, 1998 with the exception of the general education changes on page 12 that have not yet been approved by the General Education Task Force.

The motion passed.

2. It was moved and seconded to approve the Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences October 8, 1998.

The motion passed.

3. It was moved and seconded to approve the Undergraduate Course and Curriculum Changes approved by the College of Engineering October 9, 1998.

The motion passed.

4. It was moved and seconded to approve the Undergraduate Course and Curriculum Changes approved by the College of Agriculture October 15 1998.

The motion passed.

5. It was moved and seconded to approve the Undergraduate Course and Curriculum Changes approved by the College of Human Ecology October 16, 1998.

The motion passed.

b. Graduate Education

It was moved and seconded to approve the following Graduate Course and Curriculum changes approved by Graduate Council November 3, 1998:

NEW

BIOL 815	Advanced Fisheries Management
DMP 820	Rumen Metabolism
DMP 871	Molecular Diagnostics of Infectious Diseases
DMP 878	Applications of Flow Cytometry
DMP 925	Rumen Microbiology

The motion passed.

2. It was moved and seconded to approve the additions to the August 1998 graduation list.

The motion passed.

B. Faculty Affairs - Alexander Mathews

1. It was moved and seconded to take from the Table the motion to revise Sections B120 - B126 of the Faculty Handbook.

The motion to take from the Table passed.

2. It was moved and seconded to amend the motion to include the revisions distributed in Attachment 1. A friendly amendment to strike the words "...the level of..." in the fourth paragraph of the proposed revision to Section B123 was accepted.

The motion to amend passed.

3. The motion to revise Sections B120 - B126 as amended was approved **(Attachment 2)**.

4. It was moved and seconded that Faculty Affairs be instructed to submit an amended version of B124 by Spring Break.

The motion passed.

5. The remaining Committee business was postponed to the January 12, 1999 meeting.

C. Faculty Senate Committee on University Planning - Vladimir Krstic

Business was postponed to the January 12, 1999 meeting.

VI. Old Business

The report on the Leadership Institute was postponed to the January 12, 1999 meeting.

VII. New Business

None

VIII. For the Good of the University

A. Senator Michie referred to a draft of a statement from Arts and Science CCOP concerning the Graduate Education Enhancement Initiative. It proposed that to provide the most effective and broad-based plan for enhancement of graduate education across all programs, two major goals are involved: (1) The various graduate entities and the university community as a whole should make every effort to establish the University library system as an ARL-accredited facility and (2) the level of graduate stipends should be increased to make our graduate programs more attractive in an increasingly competitive market. There is a desire that graduate programs be improved across the University rather than engage in a practice of enhancing some at the expense of others.

B. A Resolution of the Faculty Senate expressing its gratitude to Jack Hartman and its condolences to his family is attached (**Attachment 3**).

C. A letter to Coach Snyder congratulating him and the football team on an excellent season and for his inspiring leadership is attached (**Attachment 4**).

IX. The meeting adjourned at 5:45 p.m.



December 3, 1998

MEMORANDUM

Office of the Provost
 106 Anderson Hall
 Manhattan, KS 66506-0113
 785-532-6224
 Fax: 785-532-6507

TO: Members, Intellectual Property Committee
 Brendan Donnelly, Grain Science
 Martin Ottenheimer, SASW
 Dean Zollman, Physics
 Jana Fallin, Music
 Todd Simon, Journalism and Mass Communications
 Peter Sherwood, Chemistry
 Susanne Siepl-Coates, Architecture
 Dan Deines, Accounting
 Rosemary Talab, Secondary Education
 Terry King, Engineering
 Karen Cole, Associate Dean, Hale Library
 John Devore, Electrical and Computer Engineering
 Sharon Morcos, Foods and Nutrition
 Jim Keating, Engineering Technology
 Shafiqul Chowdhury, Diagnostic Medicine/Pathobiology
 Jason Lacey, Student, Mechanical Engineering

Staff

Dick Seaton, University Attorney
 Ruth Dyer, Assistant to the Provost
 Jane Rowlett, Director of Uncl. Affairs and Univ. Compliance
 Ron Trewyn, Interim V.P. for Research/Dean of the Grad. School

Ex officio

Ron Sampson, President, MACC

FROM:

James R. Coffman
 Provost

RE:

Intellectual Property Policy Committee

The Board of Regents (BOR) passed a new Intellectual Property Policy at its November meeting. A copy of that policy is attached for your review.

Revised Policy:

B120 Kansas State University affirms the principle of faculty and staff participation in the selection and reappointment of all administrators, including interim positions. Short-term (from two to four weeks) acting appointments may sometimes be necessary without the opportunity for faculty input. When extended interim service is anticipated, an internal process involving faculty input will be followed.

Except when modified as specified in B31 and C157, the following general policies apply to the appointment, reappointment, and evaluation of administrators.

B121 A search committee, primarily composed of faculty and staff members, who are representatives of the group to be served shall act in an advisory capacity to the administrator responsible for making the appointment. As circumstances require, students, alumni, and representatives of other University-related groups may also be named as members of the search committee, but the majority of its membership will consist of faculty when the administrative position has academic responsibilities. The search committee will be appointed by the administrator responsible for making the appointment and will reflect recommendations from the group to be served or a representative subgroup. For central administrators, the search committee will be appointed in consultation with Faculty Senate Leadership and will reflect their recommendations.

The search committee shall keep the faculty and staff of the group to be served regularly informed of the status of the search. The search committee and/or administrator responsible for filling the position are expected to gather information from sources which include a candidate's current and/or previous employers, supervisors, peers and subordinates. As a component of the evaluation of candidates for departmental and college administrative positions, a confidential written survey will be sent to the faculty and staff holding appointments of five-tenths time or more within the group to be served. The search committee and administrator making the appointment will be responsible for the conduct of this survey. The results of the survey will be made available to the search committee and an unranked list of candidates, whom the committee judges to be acceptable based on their qualifications, will be provided to the appointing administrator.

B122 Faculty and/or staff members who will serve directly under the position to be filled will be informed that a position is available and shall have the privilege of recommending to the search committee names of candidates and other considerations which they feel to be important. Individual faculty or staff members shall have the privilege of a private conference with the search committee and/or the administrator making the appointment and can assume that their recommendations and views will be held confidential and will receive serious consideration. In addition, the search committee and administrator responsible for making the appointment may consult with faculty, staff, and others.

B123 The term of office of department/unit heads and college level administrators, who report to the dean and have supervisory or budgetary authority (usually associate deans or those with

equivalent responsibility), will be specifically determined at the time of appointment but shall not exceed five years in length. Reappointment to additional terms is possible. Individuals in these positions serve at the pleasure of the dean who determines whether or not annual reappointment is appropriate. This determination must include opportunity for input and due consideration of the views from the faculty and staff being served.

College level administrators holding staff positions will be evaluated annually by a supervising administrator. At least once every five years, faculty and staff being served by this position will be given the opportunity to provide input concerning the evaluation of the responsible administrator.

The reappointment of department/unit heads and college level administrators, who hold appointments with supervisory or budgetary authority (usually associate deans or those with equivalent responsibility), to additional terms shall be considered after a review which includes a reappointment advisory committee (for dean five year evaluations see C157). The reappointment advisory committee, primarily composed of faculty and staff members who are representatives of the group served, shall act in an advisory capacity to the administrator responsible for making the reappointment. As circumstances require, students, alumni, and representatives of other University-related groups may also be named as members of the reappointment advisory committee but the majority of its membership will consist of faculty, when the administrative position has academic responsibilities. The reappointment advisory committee will be appointed by the administrator responsible for making the reappointment and will reflect recommendations from the group served.

The reappointment advisory committee shall keep the faculty and staff of the group being served regularly informed of the status of the review. As a component of the reappointment advisory committee's review, a confidential written survey will be sent to all faculty and staff holding appointments of five tenths time or more within the group being served. The survey shall provide opportunity for input on performance relative to established missions and goals, and on the overall effectiveness of and confidence in the department/unit head or college level administrator. The reappointment advisory committee, with the aid of administrative support staff, shall compile the results of the survey, and report the results as well as its recommendation to the administrator responsible for making the reappointment. The specific source of all input will be held in absolute confidence, and verbatim comments shall be edited to preserve confidentiality.

To be reappointed, the administrator should have, by a majority, the support of the faculty and staff under their supervision as well as the concurrence of the responsible administrator. If the opinion of the responsible administrator and that of a majority of the faculty and staff being served differ in regard to the reappointment decision, the next higher level administrator will assist in resolving the impasse. If a reappointment is made against the wishes of a majority of the faculty and staff, the rationale for the reappointment will be given to the faculty and staff by the administrators involved at a meeting called for that purpose. At this meeting, the reappointment advisory committee, faculty and staff will be given the opportunity to respond.

This policy also applies to the Graduate School and the Division of Continuing Education.

B124 Evaluation of Central Administrators Reporting to the Provost

Central administrators reporting to the Provost will be evaluated annually by the Provost. At least once every five years, faculty and staff being served by these administrators will receive from the Provost a written request to provide input concerning the performance and reappointment of the administrator. The Provost should ensure that those eligible for providing input are well informed about the context of the responsibilities and objectives of the administrative position. The purpose of this input is to identify strengths and weaknesses, and issues relevant to the administrator's performance in the future. The specific source of all input will be held in absolute confidence by the Provost who should edit verbatim comments to preserve confidentiality. Central administrators not reporting to the Provost are encouraged to seek input from faculty and staff in a similar manner.

B125 Annual Evaluation of Departmental Administrators

Annual performance evaluations of all administrators in academic departments/units will be accompanied by the opportunity for input from faculty, staff, and other individuals under their direct supervision. The responsible dean will, in conjunction with the annual evaluation process, issue a written request for input from these individuals regarding the performance of department/unit administrator(s). The departmental administrator and dean should ensure that those eligible for providing input are well informed about the context of the mission and objectives of the unit. The purpose of this input is to identify strengths and weaknesses, and issues relevant to the administrator's performance. The specific source of all input will be held in absolute confidence by the dean who should edit verbatim comments to preserve confidentiality.

B126 Administrators, including faculty in acting or interim positions, shall be justly compensated for their administrative work during the time they hold the position. (See C21.2, Policy to Designate Change in Salary for Administrators Who Return to Faculty Positions.)



Office of Faculty Senate

3 Leasure Hall
Manhattan, Kansas 66506-3505
913-532-5738

Resolution of the Faculty Senate of Kansas State University

December 8, 1998

Jack Hartman, the most successful coach in K-State basketball history, guided the men's program for 16 seasons beginning in 1970 and compiled a 295-169 record. His coaching accomplishments include three Big Eight regular-season titles, two Big Eight post-season championships, 12 NCAA Tournament victories, four trips to the "Elite Eight" and seven 20-win seasons. He was named 1977 Big Eight Coach-of-the-Year.

In 1981 he was named the National Coach-of-the-Year and was coach of the United States 1983 Pan American Team, which captured the gold medal.

Hartman retired from coaching men's basketball after the 1985-86 season, only to return for a brief stint coaching the Wildcat women's basketball team at midseason of 1995-96. He devoted much time in retirement to providing basketball color commentary in sports broadcasting.

Jack Hartman passed away on November 6, 1998. Faculty Senate expresses its profound gratitude for Coach Hartman's outstanding contributions in leadership and service to Kansas State University and conveys its condolences to his family.



Office of Faculty Senate
211 Fairchild Hall
Manhattan, KS 66506 -1105
785-532-6053

December 8, 1998

Coach Bill Snyder
Intercollegiate Athletics
Bramlage Coliseum
CAMPUS

Dear Coach Snyder:

The Faculty Senate of Kansas State University congratulates you and the team for its outstanding performance during the 1998 football season.

Although of course saddened by the heartbreaking turn of events in St. Louis last Saturday, we are extremely proud of the maturity and good sportsmanship team members displayed in the press conferences and media releases afterwards. Their dignified self-possession under such trying circumstances reflects the impressive example you have set, and brings great credit upon Kansas State.

We are thankful to you for your inspiring leadership, and wish you and the team all success in the future.

Sincerely yours,

Talat S. Rahman
President, Faculty Senate of Kansas State University

cc: President Jon Wefald