

MINUTES

**Kansas State University Faculty Senate Meeting
February 8, 2000 3:30 p.m. Big 12 Room, K-State Union**

Present: Anderson, Baker, Bockus, Clegg, Donnelly, Fenwick, Finnegan, Gatewood, Geiser, Glasgow, Gormely, Gray, Heinrich, Heublein, Holden, Johnson, Keller, Kirkham, Koelliker, Legg, Lutz, Lynch, Martin, McClaskey, McCulloh, Michie, Molt, Mosier, Nafziger, Ossar, Oukrop, Peterson, Quirin, Rahman, Ransom, Reeck, Rintoul, Selfridge, Sheu, Shultis, Simon, Simons, Stewart, Swanson, Verschelden, Williams, Youngman, Zabel, Zivanovic

Absent: Canter, Devault, Devlin, Dodd, Exdell, Fjell, S. Flores, Foster, Fraser, Herald, Higgins, Jardine, Jones, Jurich, Kassebaum, Klopfenstein, Liang, Mortensen, Pence, Ross, Salsberry, Schmidt, Takemoto, Taylor, Weiss, White, Wissman, Worcester

Proxies: Boger, Chenoweth, Fenton, R. Flores, Frieman, Hosni, Olsen, Schapaugh

- I. President Buddy Gray called the meeting to order at 3:30 p.m.
- II. It was moved and seconded to approve the minutes of the January 11, 2000 meeting. Motion passed.
- IV. Announcements - Gray
 - A. Gray referred to handouts that correct some inaccuracies in the Salary and Fringe Benefit Report. Senator Johnson added that there are currently some technical problems accessing tables in this report on the Senate Web Page, but these would soon be resolved.
 - B. Senator McCulloh moved that the order of agenda items be changed to allow Gary Hellebust and Jason Heinrich to present first. Motion was seconded and passed.
 - C. KSU Foundation - Gary Hellebust, President of the KSU Foundation, provided an overview of Foundation operation and activities. The central purposes of the Foundation are to develop resources for K-State, enhance the return on investments, and build bridges with faculty. Hellebust described fund raising efforts, expected returns on investments, and procedures for establishing funding priorities. Total assets are now about \$250 million, and the 5-year average return has been 14.3%. He noted that the Foundation is now committing \$2.4 million per year for scholarships and has raised about \$7 million of the \$10 million for the library endowment. He mentioned the long-term investment of time needed to cultivate major gifts and noted that 95% of gifts come from 5% of the donors.

Senators asked several questions about Foundation operation. Senator Ossar asked about a proposed equestrian center, and Hellebust said there are several versions, costing from \$5 to \$40 million. The feasibility depends on finding a donor base of support, much like the Colbert Hills Golf Course.

Senator Glasgow asked why the KU Foundation is more efficient. Hellebust said KU has had a foundation much longer and has a larger constituency base which contributes larger gifts. Senator Rahman asked about library fund raising, and Hellebust said the library has no natural constituency of graduates, but a development officer now is assigned to the library and the library is mentioned when people are establishing their gifts.

Senator Gatewood asked about the 5% return to university projects given the performance of the stock market in recent years. Hellebust explained that a return of 10 -11% is needed to provide that return and to account for inflation.

Senator Sheu asked about international fund raising, and Hellebust asked for faculty help in identifying potential contributors.

- D. Proposal for Transportation System - Jason Heinrich, Student Body President. Heinrich provided an overview of his proposal for an extended shuttle system. The primary goals are to minimize cost, reduce campus traffic, compliment a city transportation plan, provide maximum flexibility, preserve open space, be efficient and effective, and provide user incentives (and non-user disincentives). He showed the proposed route from Kimball and College Avenues to the University and shared cost estimates based on several models. He believes that 3-4 busses are needed to operate during peak day time hours, and that some expenses could be met with increased parking fees. The proposal has been endorsed by Student Senate.

Questions were raised about the advantages of leasing v. buying busses, the possibility of federal grants to the city when the Manhattan population reaches 50,000, restricting student parking on campus, funding from apartment complex owners, and the tiered parking fee structure.

Heinrich said the students have a sense of urgency to do something about the parking problem, because even some students who live in dorms must now park blocks from campus. Heinrich said it would be helpful if FS would endorse the proposal.

Senator McClaskey said the Parking Committee will present a recommendation to the Campus Development Committee by the end of February.

- E. Announcements - President Gray

1. Administration-Leadership Meeting - Leadership shared the results of the FS straw poll regarding the proposed information arcade. The Administration were impressed and agreed to slow down the process and seek more input from faculty and others.

Due to a persistent rumor that some of the Pepsi contract monies committed to the library would be diverted this year to support scholarships, leadership questioned this. Assurances have been made that the full \$1 million will go to the library.

There is some effort in the Legislature to cut funding of the Governor's proposed 5.9% enhancement in faculty salaries to help meet the commitment in Senate Bill 345. Gray is hopeful that the effort will fail.

Leadership has raised questions about the legal status of the Faculty Handbook as employee contracts. University Attorney Seaton has provided an interpretation, and Leadership is convinced that the Handbook should be considered a legal agreement.

Leadership talked with Administration about the centralization of scholarship funds. Hellebust is confident the Foundation will be able to fulfill this Administration initiative. Responsibility for awarding scholarships is a faculty issue, and Leadership will continue to discuss this with Administration.

Integrating intensive writing in the curriculum as proposed in Vision 20/20 was discussed with the Administration. Gray and Provost Coffman will work on this and are asking for suggestions of individuals who could participate on a task force.

2. Board of Regents - COFSP voted to make the president of the Washburn U. Faculty Council a member of their council. Gray raised the issue of the Faculty Handbook as a legal document and the pharmacy insurance coverage with the BOR who expressed interest in both.

3. A general meeting of faculty and unclassified staff is scheduled for February 22 at 3:30 p.m. The purpose is to ratify the constitutional amendments which were passed at the January FS meeting. It will be a "get to know Senate" meeting to share ideas and concerns. Ice cream and popcorn will be available.

4. Elections - Gray encouraged senators to help identify persons to be President-Elect and Secretary candidates. Also FS election materials will soon be sent out to college caucus chairs.

VII. Reports from Standing Committees - Gray asked for a motion to move the Faculty Affairs Report to the next item on the agenda. Motion was made, seconded, and passed.

A. Faculty Affairs - Brad Fenwick

Fenwick mentioned the following items currently under consideration by FA: FS position on distribution of potential salary adjustments to deal with equity and compression issues, developing a draft of grievance procedures with Administration, completing the Affirmative Action Task Force Report, and reporting on administration/faculty raises for FY 2000. FA also is working on

minimal performance standards for all tenured faculty, including administrators, revising Section D of the Handbook concerning faculty rights and responsibilities, and amending the Handbook to make clear that it represents a contractual agreement.

B. Technology Committee - Keith Lynch

Lynch moved acceptance of the Interim Information Resource Management Policy (ATTACHMENT 1 of FS Agenda). Senator McCulloh asked about the meaning of "institutional data criteria" and Lynch said the committee did not see this as a problem. Senator Anderson asked if the policy will affect human resources and budget data bases. Lynch believed that it would at least include data regarding the university budget.

Motion passed.

Lynch moved acceptance of the fall, 1999 Technology Committee Report (ATTACHMENT 2 of FS Agenda). Senator Shultis offered a friendly amendment to omit "list of committee members is enclosed." Amendment was accepted by Lynch.

Motion passed.

C. Academic Affairs - John Selfridge

1. *Course and Curriculum Changes*

a. **Undergraduate Education**

1. Selfridge moved approval of undergraduate course and curriculum changes approved by the College of Technology and Aviation November 18, 1999.

Drop:

COT 010 College Study Skills
COT 011 College Life Skills

New:

COT 205 Photography

Change:

BUS 115 Supervisory Management
ART 150 to COT 150 The Humanities Through the Arts

Changes to the aviation maintenance certificate program -- Airframe and Powerplant Certificate (APC)

** *Technology Management Curriculum Changes are not included in this approval.*

Motion passed.

2. Selfridge moved approval of undergraduate course and curriculum changes approved by the College of Business Administration November 30, 1999.

Addition of two courses from the Speech Department as communication electives:

SPCH 430 Freedom of Speech
SPCH 480 Intercultural Communication

Addition of one course to the list of Social Science Electives:
FSHS 302 You and Your Sexuality

Department of Finance

Changes:

FINAN 551 Investments

Department of Management, Operations Management Track

Add:

MANGT 662 Supply Chain Management

Delete:

MANGT 661 Logistics and Service Operations Management

Change:

MANGT 522 Operations Planning and Control

Minor Modification:

MANGT 830 Applied Managerial Computing

Department of Marketing and International Business

Change:

MKTIB 844 Advanced International Marketing

New:

MKTIB 495 Marketing Internship

Economics Elective Change:

Add ECON 507 The Japanese Economy and ECON 523 Human Resource Economics to the list of electives

Motion passed.

b. Graduate Education

1. Selfridge moved approval of the Graduate Course & Curriculum Changes approved by Graduate Council December 7, 1999

Changes:

AGRON 970 Advanced Plant Breeding I
AGRON 980 Advanced Plant Breeding II
AP 773 Bioinstrumentation Laboratory
ASI 601 Milk Secretion
ASI 605 Fresh Meat Operations

ASI 661	Animal Sciences and Industry Problems
ASI 690	Principles of HACCP
ASI 791	Advanced Application of HACCP Principles in the Meat and Poultry Industry
ASI 907	Food Dispersions
AT 635	Case Studies in Apparel and Textile Marketing
BIOL 615	Cytogenetics
BIOL 620	Evolution
BIOL 675	Genetics of Microorganisms
BIOL 684	Wildlife Management
BIOL 685	Wildlife Management Techniques
BIOL 730	General Virology
BIOL 760	Genetic Engineering
BIOL 825	Evolution of Animal Behavior
BIOL 828	Conservation Biology
BIOL 860	Molecular and Cellular Biology
BIOL 865	Advanced Plant Ecology
ENTOM 845	Insect Control by Host Plant Resistance

Drop:

ASI 609	Dairy Cattle Nutrition
ASI 611	Beef Cattle and Sheep Nutrition
ASI 612	Horse Nutrition
ASI 614	Swine and Poultry Nutrition
ASI 615	Range Livestock Nutrition and Management
ASI 630	Egg Science
ASI 635	Poultry Meat Technology
ASI 730	Silage Technology
ASI 789	Advanced Application of HACCP Principles in the Food Industry
ASI 792	Advanced Principles of Hazard Analysis and Risk Assessment
ASI 793	Validation of HACCP Plans
ASI 794	HACCP and Inspection
ASI 906	Food Proteins
ASI 908	Carbohydrates in Food Systems
FN 690	Principles of HACCP
FN 727	Physical Methods of Food Analysis
FN 789	Advanced Application of HACCP Principles in the Food Industry
FN 792	Advanced Principles of Hazard Analysis and Risk Assessment
FN 793	Validation of HACCP Plans
FN 794	HACCP and Food Inspection

New:

AGRON 855	Soil Organic Chemistry
ASI 640	Poultry Products Technology
ASI 675	Monogastric Nutrition
ASI 676	Avian Nutrition
ASI 678	Equine Nutrition
ASI 679	Swine Nutrition
ASI 680	Ruminant Nutrition
ASI 681	Dairy Cattle Nutrition
ASI 682	Formulation of Livestock and Poultry Diets
ASI 683	Grazing Livestock Nutrition
ASI 684	Nutrition of Feedlot Cattle
ASI 685	Silage Technology
ENTOM 635	Introduction to Plant Resistance Pests
ENTOM 885	Conventional and Molecular Methods for Evaluation of Crop Plant Resistance to Pests
GEOG 765	Geography of Natural Hazards
GRSC 902	Carbohydrates in Food
GRSC 906	Food Proteins
PLPTH 635	Introduction to Plant Resistance to Pests
PLPTH 755	Plant Resistance to Diseases
PLPTH 885	Conventional and Molecular Methods for Evaluation of Crop Plant Resistance to Pests
RRES 756	Design of Parks and Recreation Areas

Motion passed.

c. General Education

1. Selfridge moved approval of courses approved for general education at the December 2, 1999 General Education Task Force Meeting.

CHE 650	Hazardous Waste Engineering Seminar
GRMN 121	German I
GRMN 122	German II
ENGL 231	Humanities: Medieval and Renaissance
ENGL 355	Literature for Children

Motion passed.

2. Selfridge moved approval of courses approved for general education at the December 16, 1999 General Education Task Force Meeting.

DEN 275	PPD: Introduction to Personal and Professional Development
ENGL 545	Literature for Adolescents
HIST 554	History of the South
GENAG 450	Leadership and Ethics in Agriculture

Motion passed.

2. *Graduation Lists*

- a. Selfridge moved approval of the addition to the August 1999

Thomas R. Devlin, Jr., Arts & Sciences, BS-Social Science

Motion passed.

D. Faculty Senate Committee on University Planning - Cia Verschelden

Verschelden reported on three current activities.

1. FSCOUP is monitoring the implementation of the Pepsi contract. There has been both an increase in size and unit cost for Pepsi products. FSCOUP is also concerned about recycling and is working with Steve Galitzer to identify recyclers and shippers for the plastic bottles.

2. FSCOUP is also studying the transfer of responsibility for funding scholarships to the colleges. They are trying to determine how individual colleges plan to deal with this.

3. FSCOUP is studying pros and cons of the new formulary policy in prescription drug insurance. Discussions with Joe Younger and Gary Leitnaker indicate that on average coverage may be better, but for some faculty, depending on their prescription needs, costs have risen significantly. Verschelden, Younger and Leitnaker would like to know of any problems faculty and staff are encountering.

VIII. Old Business - None

IX. New Business - None

X. For the Good of the University - None

XI. Adjournment. It was moved and seconded to adjourn. Motion passed and meeting adjourned at 5:10 p.m.

KANSAS STATE UNIVERSITY Information Resource Management Policy

PURPOSE

To establish policy for the management of University institutional data and the responsibilities for the protection of those data.

An element of data is considered institutional data if it satisfies one or more of the following criteria:

- *It is relevant to planning, managing, operating, controlling, or auditing administrative functions of an administrative or academic unit of the University.*
- *It is generally referenced or required for use by more than one organizational unit.*
- *It is included in an official University administrative report.*
- *It is used to derive an element that meets the criteria above.*

Data elements used internally by a single department, research project or office are not considered part of the University's Institutional Database.

POLICY

Kansas State University's institutional data, by definition, practice, and intent, is a university asset.

The institutional data will be safeguarded/protected. As an institutional asset, data will be protected from deliberate, unintentional or unauthorized alteration, destruction and/or inappropriate disclosure or use in accordance with established institutional policies and practices and federal and state laws.

Data will be shared based on institutional policies. Institutional data are not owned by a particular individual, unit, department or system. Institutional data will be made accessible to all authorized users and systems. Research and instructional data may be protected as is appropriate, and clinical data will be protected according to confidentiality standards.

Data will be managed as an institutional resource. Data organization and structure will be planned on functional and institutional levels. Data usage and data sources will be managed through the data stewardship principles of administering and controlling data quality and standards in support of institutional goals and objectives.

Institutional data will be identified and defined. Standards will be developed for the identification and representation of data in the database. Controls will be established to assure the completeness and validity of the data, and to manage redundancy. Guidelines for data integrity, validity, availability, accessibility, interpretation, and ease of use will be established and promoted.

Databases will be developed based on needs of University processes. Data architectures will be developed to support our institutional processes. These data architectures will drive physical implementation of databases.

RESPONSIBILITIES

Every University Dean and Director is responsible for implementing and ensuring compliance with the Kansas State University Information Resource Management Policy. Responsibilities include initiation of specific goals, objectives and action plans to implement the information policy, and active support of strong data management through data stewardship.

Progress Report for Fall 1999 – Faculty Senate Technology Committee

This fall it was the feeling of the committee that certain policies must first be re-written before dealing with other more specific issues. These policies deal with rights of privacy, an issue which we felt had highest priority. In other cases issues arose because either policies or decisions had been made which needed to have faculty input after the fact.

1. The committee met with Dr. Unger to rewrite the University e-mail policy with stipulations for privacy and procedures for approval of access. The enclosed policy reflects the work of this committee. This policy is now in the IRMC subcommittee. When it has been approved and signed it will be forwarded back to Faculty Senate for their approval. Features of the policy include specific stipulations as to when access may be obtained, the required signature of Dr. Unger for each instance, the inclusions of all University systems in this policy, and the provisions for oversight by a committee.
2. The Policy for Procedure for the Establishment and Maintenance of Security for Information, Computing and Network Resources was also re-written to reflect changes in privacy and to restrict access. Similar procedures as with the e-mail policy have been set. This procedure was written in cooperation with the IRMC. It will be voted on this month and should come to senate for a vote soon.
3. The committee looked over the Interim Policy entitled "Information Resource Management Policy". It is the opinion of the committee that this policy should be voted on as is by senate so that it can be made permanent..
4. The issue of Z-University arose early in the fall and Takemoto and Gray met with Dr. Unger to discuss the faculty input question. This resulted in Leadership meeting with the administration to discuss concerns. An oversight committee with faculty representation has been established.
5. The issue of faculty representation on both CITAC and IRMC has been resolved.
6. The issue of privacy with regard to e-calendars was discussed. Harvard Townsend and Dr. Unger visited with us. These are not required but some departments are making them a requirement. The committee decided that this was a Faculty Affairs issue. Information was sent to Senator Fenwick. The Technology Committee will work with that committee on the calendar issue as new business in spring of 2000. It is possible that a Privacy Policy will be introduced for inclusion into the senate handbook.
7. The committee also brought up the issue of the library using social security numbers as passwords and logins for access systems. It was felt that this issue would be best

dealt with by a letter in that regard from the Faculty Senate President endorsed by Senate.

New business for Spring 2000

1. Input to Senate on Intellectual Property Policy
2. Draft Privacy Policy with faculty Affairs
3. Meet and give input on computer arcade
4. Input to Dr. Unger and administration on Varsity.com
5. Policy on University Calendars with Faculty Affairs

Submitted by Dr. Dolores Takemoto
Chair, Faculty Senate Technology Committee