

MINUTES
Kansas State University Faculty Senate Meeting
May 8, 2001 3:30 p.m. Big 12 Room, K-State Union

2:00 p.m. New Faculty Senator Orientation

3:30 p.m. Faculty Senate Meeting

Present: Anderson, Barker, Bradshaw, Brigham, Burton, Callahan, Chenoweth, Clegg, Cochran, Cox, Dandu, Devault, Elder, Fallin, Finnegan, Fritz, Galland, Gehrt, S. Gormely, P. Gormely, Gray, Greene, Haddock, Hancock, Hedrick, Herald, Higgins, Holden, Hosni, Johnson, Jurich, Karim, Keller, Kirkham, Krstic, Legg, Lynch, Maatta, Mack, McCulloh, McGee, Michie, Molt, Montelone, Mortensen, Mosier, Nafzier, Navarrete, Newhouse, Olsen, Oukrop, Owens-Wilson, Pacey, Pesci, Peterson, Poresky, Prince, Ransom, Reddi, Reeck, Reese, Rys, Schellhardt, Schlup, Schmidt, Schrock, Selfridge, Sherow, F. Smith, M. Smith, Spears, Spooner, Takemoto, Tilley, Watts, Weiss, S. White, Yagerline, Youngman

Absent: Atkinson, Donnelly, Ewanow, Exdell, Fairchild, Fjell, Glasgow, Heublein, Liang, Mathews, Rahman, Ramaswamy, Roush, Schumm, Sheu, Shultis, Simons, W. White, Williams, Wolters

Proxies: Bockus, Geiser, Ross, Stewart, Zabel

Visitors: Beth Unger, Rob Caffey, Mel Chastain, Brandon Kaufman, Harvard Townsend

- I. President Mickey Ransom called the meeting to order at 3:35 p.m.
- II. It was moved and seconded to approve the minutes of the April 10, 2001 meeting. The minutes were approved.
- III. Announcements
 - A. Special Announcements
 1. Drs. Buddy Gray and Jim Legg are officially retiring from Kansas State University at the end of the semester. Both were presented with copies of Kansas in Color and thanks for their consistent service to Faculty Senate.
 2. Kyle Barker, the new president of the Student Governing Association, was introduced.
 3. Dr. Beth Unger reported that KSU will be involved in the continuing phases of Internet 2 and then demonstrated the Tegrity System, a portable system for electronically capturing and sending audio and video components of live classroom presentations. Tegrity units have been purchased by several departments and colleges, as well as by the Division of Continuing Education.

B. Faculty Senate Executive Committee

1. Faculty Senate Leadership Council

- a. FSLC met with the Council of Deans/Deans/President's Staff on April 25. We were presented with an update on K-State's relationships with community colleges. Ransom and Verschelden will attend a meeting with the President's Staff and representatives of Barton County Community College on May 4 where some type of relationship between the two institutions may be discussed. President Wefald indicated that the meeting was for discussion purposes only and nothing formal would be done without further consultation with the Council of Deans and FSLC. We also discussed the Proposed New Core and Performance Indicators that have been submitted to the BOR. This document will be posted at the website for the Provost's Office.

Senator Legg discussed the development of the Core Performance Indicators by four deans and four members of LC. Performance Indicators in Academics/Learning, Research, Service/Outreach, and Administration are required by SB 345. Success in meeting established standards in these areas may be considered in awarding supplemental appropriations for the following year.

b. FSLC/President's Staff Meeting - April 25

1. Salary adjustments for FY 2002 - see handout.

Senator Gray mentioned that last year there was a more prescribed way of distributing the SB 345 salary supplements, which specifically designated that gender and racial inequities and compression be addressed. This year, however, the Provost's guidelines allow more flexibility to deans in distributing SB 345 enhancements.

2. Comparisons of administrative and faculty salary increases for FY 2001 - see table 1 and 2 of handout

Several senators commented on the administrator/faculty salary analysis. Some noted that department heads are included with administrators, although they were eligible for SB 345 supplements. Others noted that average faculty increases were close to the appropriated amounts, however administration raises were considerably higher than appropriated raises, reportedly due to the use of monies from open salary lines. Ransom will make the full report available in the Faculty Senate Office.

- c. The House, Senate, and Governor remain far apart on the FY 2002 budget. It is unlikely that anything will be settled until the last minute. However, it is very likely that a previously announced hole of \$1,028,000 will be restored to the K-State budget. This restoration is related to a recalculation of tuition revenue.

2. New Faculty Senator Orientation and Reception - Cia Verschelden

President-Elect Verschelden announced that an orientation for new senators is scheduled for 2 - 3 p.m. on May 8. It will be followed by a reception for retiring and new senators at 3 p.m., prior to the Senate meeting at 3:30 p.m. She encouraged caucus chairs to personally invite their new senators.

3. Principles of Community

Verschelden reported that Student Senate and the Graduate Student Council have endorsed the Principles of Community. Soon, Classified Senate and Graduate Council will also consider it.

4. Kansas Board of Regents Meeting

a. Cia Verschelden and Mickey Ransom attended the BOR meeting April 18 and 19 in Manhattan.

b. The Chair of the BOR, Clay Blair, reviewed the current priorities of the Board. These included full funding of SB 345, restoration of the base budget, restoration of the technology match money, the use of excess FICA money for BOR issues, obtaining of bonding authority and tax credits which would enable the BOR to have its own Foundation, and an adjustment of residency requirements for the regional universities so that they have the same requirements as community colleges.

c. On a 4-4 vote, the Board determined that tuition would be set for this year only during the time period of October - November.

d. Jan Leach, Department of Plant Pathology, gave an excellent presentation of the University Distinguished Professors program of the BOR.

e. The BOR received a report on promotion and tenure actions for 2000 - 2001 for the six Regents universities plus the KU Medical Center. The data showed that 33 faculty were tenured at K-State. The report also included a complete listing of promotion and tenure actions for each institution for 2001 -2002. BOR policy now assigns responsibility for conferring academic tenure to the campus chief executive officer.

f. The Faculty Senate Executive Committee had breakfast with the members of the BOR. All BOR members were present.

5. Mickey Ransom and Jim Coffman attended a meeting in Washington, DC last Friday entitled Shared Governance and Faculty Worklife for the 21st Century. Regent Clay Blair was scheduled to attend, but he cancelled at the last minute because of the budget situation in the legislature. A case study completed by Harvard University of the development of the chronic low achievement policy at Kansas State University made up of a major part of the program. The discussion of the case study was very complimentary of our decision making using shared governance.

6. Elections - All Senate elections, with the exception of one, have been completed. The Election Committee will meet tomorrow concerning election procedures in the College of Veterinary Medicine.

Ransom urged caucus chairs to select representatives for the standing committees.

7. Interviews for Assistant Director of Affirmative Action - Verschelden will attend interviews for Judy Davis, Pamela Wilke, and Suzy Auten. Their resumes are on the Provost's web page.

C. Kansas Board of Regents Meeting (See April 30 minutes of Faculty Senate Executive

Meeting)

D. Proposed Policy on Smoking **ATTACHMENT 1.**

Senators are advised that the KSU Policy on smoking in university buildings (adopted 7/1/94) is currently being reexamined. The draft policy proposed on March 8, 2001, would prohibit smoking in any university building, State owned vehicle, or within 30 feet of all entrances to university buildings. Questions regarding the proposed policy should be directed to Vice President Rawson.

IV. Reports from Standing Committees

A. Academic Affairs Committee - Tom Herald

1. *Course and Curriculum Changes*

a. UNDERGRADUATE EDUCATION

1. Herald moved approval of Undergraduate Course and Curriculum Changes approved by the College of Business Administration March 2, 2001.

Changes in "Requirements for a Major in Management" General Management/

Entrepreneurship Emphasis--Change in list of Elective Courses :

Drop: FINAN 470 Financial Analysis and Valuation

Add: FINAN 520 Equity Securities and Markets

Changes in "Requirements for a Major in General Business" via Distance Education--Change in list of courses for "Major Field Requirements"

Drop: FINAN 470 Financial Analysis and Valuation

Add: FINAN 520 Equity Securities and Markets

Change in College of Business Administration general education requirements--see page 3 of white sheets

Motion passed.

2. Herald moved approval of Undergraduate Course and Curriculum Changes approved by the College of Education February 27, 2001.

Change in the Program for Business Education

FROM: GENBA 391 Administrative Communications

TO: SPCH 311 Business & Professional Speaking

Motion passed.

3. Herald moved approval of Undergraduate Course and Curriculum Changes approved by the College of Human Ecology March 9, 2001.

Changes to the Undergraduate Catalog, 2000-2002, pages 210-211

Apparel Marketing and Design--Bachelor of sciences in Apparel and Textiles

see white sheets for specific changes

CHANGES:

AT 230 Apparel and Textile Marketing to AT245 Apparel and Textile Marketing

AT 300 Apparel Design and Production II
AT330 Clothing and Society to AT 330 Apparel Consumers and Society
AT 400 Apparel Design and Production III
AT 435 Apparel and Textile Promotion to AT 425 Apparel and Textile Promotion
AT450 Apparel and Textile Marketing Field Experience to AT 450 Apparel and
Textile Marketing Internships
AT 520 Apparel and Textile Merchandising to AT 525 Principles of Apparel
Buying and Forecasting
AT 536 Apparel and Textile Store Operations to AT 325 Apparel and Textile Store
Operations
AT 545 Apparel and Textile Industry to AT 545 Global Apparel and Textile
Production and Distribution

ADD:

AT 225 Quantitative Merchandising Analysis
AT430 History of Apparel Fashion: Renaissance to Present
AT 445 Professional Development: Issues and Opportunities
AT 451 Apparel and Textile Marketing Practicum

DROP:

AT 150 Introduction to Professions in the Apparel and Textile Industry

Department of Human Nutrition

Undergraduate Catalog Changes, 2000-2002 for Public Health Nutrition–Bachelor of science
in Human Nutrition (Page 225) See white sheets for changes

DROP:

HN 503 Maternal and Child Nutrition

NEW:

HN 320 Care and Prevention of Athletic Injuries
HN 551 Evaluation and Emergency Management of Athletic Injuries
HN 555 Therapeutic Modalities in Athletic Training
HN 556 Rehabilitation and Conditioning for Athletic Injuries
HN 557 Seminar in Issues in Administration of Athletic Training Programs
HN 585 Internship in Athletic Training

Motion passed.

4. Herald moved approval of Undergraduate Course and Curriculum Changes
approved by the College of Agriculture March 12, 2001.

Animal Sciences and Industry

ADD:

ASI 307 Applied Microbiology for Meat and Poultry Processors

Horticulture, Forestry and Recreation Resources

ADD:

HORT 190 Pre-Internship in Horticulture

CHANGE:

HORT 590 Internship in Horticulture

Curriculum Proposal Changes for Agronomy (see p. 6 of white sheets), Food Science and Industry (see p. 7 of white sheets), and Horticulture (see p. 8 of white sheets)

Motion passed.

5. Herald moved approval of Undergraduate Course and Curriculum Changes approved by the College of Engineering March 16, 2001.

Architectural Engineering and Construction Science

CHANGE:

ARE 590 Integrated Building System Design

Architectural Engineering

Curriculum Changes:

DROP: CE 537 Introduction to Structural Analysis 4 credit hours

ADD: CE 537 Introduction to Structural Analysis 3 credit hours

Free elective 1 credit hour

Biological & Agricultural Engineering – Effective in General, Environmental and Food Engineering Options

Curriculum Changes:

DROP: CE 530 Statics and Dynamics 4 credit hours

ADD: CE 530 Statics and Dynamics 3 credit hours

Elective 1 credit hour

Chemical Engineering

Curriculum Changes—see page 12 of white sheets

Civil Engineering

ADD:

CE101 Introduction to Civil Engineering

CHANGE:

CE 212 Elementary Surveying Engineering

CE 528 Foundation Engineering

CE 530 Statics and Dynamics

CE 537 Introduction to Structural Analysis

Curriculum Changes—see page 20 of white sheets

Departmental Additions:

Add: Structures Option—see page 24 of white sheets

Computer Engineering

Curriculum Changes—see page 25, 28, and 29 of white sheets

Electrical Engineering

Curriculum Changes—see page 26 & 27 of white sheets

Industrial Engineering:

Curriculum change—see page 31 of white sheets

Manufacturing Systems Engineering:

Curriculum Change—see page 31 of white sheets

Motion passed.

b. GRADUATE EDUCATION

1. Herald moved approval of Graduate Course and Curriculum Changes approved by the Graduate Council April 3, 2001.

CHANGE:

AGRON 605	Soil and Environmental Chemistry
AGRON 610	Biotechnology
AGRON 893	Agricultural Simulation Modeling
ARCH 720	Environment and Behavior
AT 650	Apparel and Textiles Study Tour
AT 670	Apparel Design and Production V
AT 695	Apparel Design and Production VI
GENAG 630	Food Science Problems
HN 600	Public Health Nutrition
HN 620	Nutrient Metabolism
HN 650	Practicum in Human Nutrition
HN 812	Advanced Micronutrient Metabolism
HN 832	Practicum in Sensory Analysis
PLPTH 610	Biotechnology

DROP:

AGRON 807	Applied Geostatistics
AT 630	History of Costume
AT 635	Issues and Ethics in Apparel and Textile Marketing
AT 715	Advanced Apparel Design
FSHS 709	Public Policy and Family Economic Well-Being
HN 705	Food Product Development
HN 750	Nutritional Aspects of Food Processing and Preparation
HN 981	Food Science Colloquium

NEW:

ENGL 665	Advanced Creative Writing Nonfiction
HN 800	Nutrition Education and Communication

Motion passed.

c. GENERAL EDUCATION

1. Herald moved approval of a course for general education approved April 5, 2001 by the General Education Council.

THTRE 361 Intermediate Acting

Motion passed.

2. *Approve additions to the following Graduation lists.*

- a. Herald moved approval of additions to the following Graduation lists:

December 2000

Diana L. Adams, A&S, BA-Mass Communications-AD

Amie Anne Glaves, A&S, BS-Social Science
Jennifer Laine Sundgren, A&S, BS-Psychology
Kirby William Viehland, College of Architecture, Planning and Design, Bachelor of
Architecture

May 2000

Roger J. Scroggins, College of Architecture, Planning and Design, Bachelor of
Architecture

Motion passed.

3. *Approve the extension of the Interim Policy on Approval, Routing, and Notification*
Located on web @ <http://www.ksu.edu/facsen/policies/APPROVAL.HTM>

Herald moved approval for the extension of the Interim Policy on Approval, Routing,
and Notification. Motion passed.

B. Faculty Affairs Committee - Jim Legg

The Faculty Affairs Committee had no action items.

1. Legg referred Senators to the survey on procedures for evaluating department/
unit heads and associate/assistant deans (**Attachment 1: May 8, 2001 Agenda**).
In general, the power of appointment/evaluation for many of these positions still lies
with the dean of each college. The Faculty Affairs Committee will continue with
investigation of this issue in Fall 2001.
2. The minutes of the April 30, 2001 meeting of the Faculty Senate Executive
Committee
incorrectly stated that the Faculty Affairs Committee has completed work on the
policy governing intellectual property. At present, the Regents policy on intellectual
property is acting as the interim policy. The substance of the Regents policy will
remain in place but Faculty Senate will be considering a process component of the
policy to be used at KSU. This item will be taken up by the Faculty Affairs
Committee in Fall 2001.

C. Faculty Senate Committee on University Planning - John Johnson

The Faculty Senate Committee on University Planning had no action items.

1. Johnson reported that issues likely to be addressed in Fall 2001 include classroom
space (both the number of classrooms available and their allocation), the
university's long range plan, and budget priorities for the next ten years.

D. Faculty Senate Committee on Technology - Dee Takemoto

Takemoto asked for new senators to consider volunteering to serve on the committee
next fall.

- IV. Old Business - None
- V. New Business - None
- VI. For the Good of the University
 - A. Senator Nafzinger noted that faculty salary data at the 50 land-grant universities reported in the March/April issue of *Academe*, a publication of AAUP, showed KSU ranked 38th. This is an improvement from a ranking of 44th in 1995.
 - B. President Ransom referred senators to the End-of-Year Report for 2000-2001 distributed at the Meeting. **Attachment 2**
 - C. President-Elect Verschelden and all of Faculty Senate offered their thanks to President Ransom for his service over the past year.
- VI. Adjournment
It was moved and seconded to adjourn. Meeting adjourned at 4:40 p.m.
- VII. President Cia Verschelden called the 2001-2002 Faculty Senate to order at 4:41 p.m.
- VIII. Election of Officers
 - A. Election of President-Elect
 - 1. The vitae for two candidates, Al Cochran and John Selfridge, were included as **Attachments 2 and 3** respectively, in the May 8, 2001 agenda. No additional nominations were made from the floor.
 - 2. Al Cochran was elected President-Elect of the 2001-2002 Faculty Senate.
 - B. Election of Secretary
 - 1. The vitae for two candidates, Jennifer Gehrt and Tony Jurich, were included as **Attachments 4 and 5** respectively, on the May 8, 2001 agenda. No additional nominations were made from the floor.
 - 2. Jennifer Gehrt was elected Secretary of the 2001-2002 Faculty Senate.
- IX. Adjournment
It was moved and seconded to adjourn. Meeting adjourned at 5:28 p.m.

ATTACHMENT 1

DRAFT, March 8, 2001

POLICY ON SMOKING ON UNIVERSITY PROPERTY

DATE

PURPOSE:

Because smoking is a public health and fire hazard, it shall be restricted in order to: (A) prevent infringements upon others and (B) create and maintain an environment that is in the best interest of the safety, health, and well-being of all the users of university property.

POLICY:

Smoking is not permitted in any university building or State owned vehicle. The exception to this rule is smoking research being investigated in university laboratories with the authorization granted by the Department of Environmental Health & Safety.

ENFORCEMENT:

Unlawful smoking is a misdemeanor and shall be punished by a fine of \$20.00.

THIS POLICY IS IN ACCORDANCE WITH K.S.A. 21-4009, et. seq. This current policy rescinds the KSU Policy on Smoking in University Buildings, dated July 1, 1994.

ATTACHMENT2

Kansas State University Faculty Senate End-of-Year Report for 2000 - 2001 May 8, 2001

Mickey Ransom, President

Here are the major issues and accomplishments of Faculty Senate for 2000 - 2001:

1. Report from the Search Process Effectiveness Committee - included findings and recommended action items for the way search committees operate
2. Implementation of the Affirmative Action Task Force Report - led to the development of a plan for the Affirmative Action Office to assume more of a clearinghouse role
3. Expansion of the University Ombudspersons from two to three positions
4. Cooperation with Administration in the development of system for the personnel evaluations of administrators other than deans and department heads
5. Callbacks to the FY 2001 budget - Faculty Senate passed a resolution emphasizing the role of shared governance and the need for more faculty input in determining budget priorities following a set of callbacks that reduced OOE as much as 15% in some departments.
6. Members of the General Administration Caucus and President Ransom met with the Governor's Budget Director to explain the role of unclassified professionals in the life of the university and to argue for the inclusion of unclassified professionals in future faculty salary enhancement funding.
7. Continued support of the Undergraduate Honor System and receipt of its first annual report
8. Appendix M appeal of a tenured faculty member who was dismissed from the University for cause under the chronic low achievement policy
9. Revision of Appendix F of the Faculty Handbook concerning the undergraduate honor code.
10. Revision of Appendix G of the Faculty Handbook concerning the payment to a grievant of attorney fees by the University
11. Revisions of Section C192 and C193 of the Faculty Handbook concerning the appointment, terms, and training of Ombudspersons
12. Annual Report on the Status of Faculty Salaries and Fringe Benefits at Kansas State University - prepared by the Faculty Affairs Subcommittee on Faculty Salaries and Fringe Benefits. For the first time, the report included data on the salaries and benefits of unclassified professionals.
13. Cooperation with the Office of the Provost in the administration of a grant from the American Association of Higher Education that provides for discussion among departments on faculty evaluation and chronic low achievement procedures
14. Received a Report of the Task Force on Summer School Planning
15. Helped facilitate focus group meetings on the Campus Master Plan
16. Received an annual report from the University Library Committee

17. Received a series of reports concerning the General Education Program
 - a. Assessing the Writing of Students in General Education Report from the General Education Portfolio Assessment Committee
 - b. Status Report of the UGE Portfolio Assessment Committee
 - c. Undergraduate General Education Assessment Report on Senior Interviews
18. Consideration of a new e-mail policy
19. Received a report from the Intercollegiate Athletic Council
20. Worked with Administration in the dissemination to the university community of information about the FY 2002 budget
21. Approval of the Conflict of Interest and Conflict of Time Commitment policy
22. The Leadership Council wrote letters to six key legislators concerning proposed cuts to the FY 2002 budget.
23. Formed a Task Force on the Constitution and By-Laws of Faculty Senate that will review and suggest possible changes to our election, voting, and representation procedures
24. Passed two resolutions from Student Senate on academic advising
25. Received a report from the Office of Unclassified Affairs that provided details on the effect of the policy on minimum standards of faculty performance
26. Passed an interim Policy on Mediation
27. Received an annual report from the KSU Foundation and continued to improve communications with the KSU Foundation
28. Received a report on the Proposed Plan for the Assessment of UGE Implementation Process (Phase II)
29. Held an open forum on general classroom use and Schedule 25
30. Held an open forum on the K-State budget
31. Started teleconferencing standing committee meetings, task force meetings, and Faculty Senate meetings to Salina
32. President-Elect Verschelden and Past-President Gray developed two documents (“Principles of Community” and “Addressing Problems in the Work Environment”) that provide a statement of principles and describe services and resources available at K-State to solve problems in the work environment. These documents, which address many of the issues raised in the Affirmative Action Task Force Report, were approved by Faculty Senate.
33. For the first time, FSCOUP participated in meetings with the Administration where the Deans reviewed and explained their proposed budgets. The Leadership Council also participated in a meeting with Central Administration and the Council of Deans to discuss the future of the K-State budget.
34. FSCOT developed a procedure with the Administration that requires all technology policies to now be approved by Faculty Senate.
 - a. Approval of Use of Internet Policy
 - b. Approval of Research Data Access and Retention Policy

c. Acceptance of the Research Data and Records - Electronic Policy

35. Approved a resolution on the Proclamation of Integrity Week
36. Leadership Council is currently working with the Administration and the Council of Deans on the allocation of faculty salaries for FY 2002.
37. Changed the title of the Faculty Handbook to the University Handbook for Faculty, Unclassified Professionals, and Administration.
38. Approved a policy on KSU Use and Scheduling of Technology Enhanced Classrooms
39. Approved items too numerous to mention concerning course and curriculum changes, general education, and graduation lists. These are business matters that seem very routine, but which are necessary for us to maintain control of all course and curriculum matters at Kansas State University.

I would like to thank all 84 members of Faculty Senate for their help, support, and dedication to shared governance. I also greatly appreciate the guidance and tremendous effort of the Leadership Council: Buddy Gray, Past President; Cia Verschelden, President-Elect; Bob Zabel, Secretary; Jim Legg, Faculty Affairs; Tom Herald, Academic Affairs; John Johnson, FSCOUP; and Dee Takemoto, FSCOT. The Leadership Council worked extraordinarily well as a team this year. The Executive Committee did outstanding work in the planning and coordination of Faculty Senate. Much of the work of Faculty Senate actually occurs in the meetings of the standing committees. I am very grateful for the members of these committees who play a very crucial role in the success of faculty governance and the life of the university.

I also thank Pamela Schlotter, senior in Agricultural Economics, who served as our very capable and efficient Parliamentarian. We are extremely fortunate to have Kristi Harper as Secretary of our Faculty Senate Office. We all depend on Kristi's organizational skills and attention to detail to keep Faculty Senate functional.

Finally, I wish to thank our Administration at Kansas State University, especially President Wefald, Provost Coffman, and Vice-President Rawson, for their support of Faculty Senate and the principle of shared governance.