

MINUTES
Kansas State University Faculty Senate Meeting
May 11, 2004 3:30 p.m. Big 12 Room, K-State Union

Present:

Ackerman, Adams, Baker, Behnke, Bloomquist, Blythe, Bontrager, Brigham, Brockway, Brooks, Cauble, Chang, G. Clark, R. Clark, Clegg, Cochran, Collins, Cox, Dandu, DeBres, Dodd, Dubois, Eckels, Elder, Erickson, Fairchild, Fallin, Fick, Fritz, Gehrt, Gormely, Grauer, Griffin, Grunewald, Gwinner, Haddock, Hamilton, Hancock, Hedrick, Herald, Hohenbary, Holcombe, Hosni, Jackson, Johnston, Jurich, Kirkham, Knapp, Lee, Lehew, Lynch, Maatta, Mack, Maes, McCulloh, Morrow, Murray, Nafziger, Nagaraja, Nichols, Olsen, Pacey, Prince, Rahman, Ransom, Reese, Reynolds, Rietcheck, Rintoul, Rolley, T. Ross, Rys Schlup, Schmidt, Schultz, Schumm, Shubert, Simon, Spears, Spikes, Spooner, Stadtlander, Staggenborg, Stewart, Stockham, Stokes, Trussell, Turnley, Turtle, Warner, Watts, Wilkie, Yahnke, Zabel

Proxies: Arck, Greene, Reeck, Rolley, F. Smith, Staggenborg

Absent: Anderson, DeLuccie, Dhuyvetter, Dryden, Grice, Jones, Marr, McHaney, Michie, Oberst, Roozeboom, C. Ross, Shultis, M. Smith, Thompson, Urkevich, Willbrant

Parliamentarian: Jerry Frieman

Visitors: Byron Jones, Monty Nielson

- I. President Zabel called the meeting to order at 3:30 p.m.
- II. Senator Reese moved for approval of the minutes of the April 13, 2004 meeting. Motion was seconded and passed.
- III. Presentation of resolution to Provost James Coffman
President Zabel presented Provost James Coffman with a resolution passed by the Executive Committee for his exemplary leadership as the University's Provost for seventeen years. Provost Coffman thanked the Faculty Senate for the resolution and indicated his appreciation for true shared governance in action at K-State.
- IV. Reports from Standing Committees
 - A. Academic Affairs Committee - Pat Ackerman
 1. Course and Curriculum Changes
 - a. Undergraduate Education
 1. Senator Ackerman moved for approval undergraduate course and curriculum changes approved by the College of Engineering March 5, 2004.

Architectural Engineering and Construction Science

ADD:

CNS 200 Computer Applications in Engineering and Construction

CNS 231 Statics A

CURRICULUM CHANGES:

Architectural Engineering

Rationale: See the course rationale for CNS 200.

*See pages 2 - 4 of white sheets for further details.

Construction Science and Management

Rational: See the course rationale for CNS 200 and CNS 231.

See pages 2, 5, and 6 of white sheets for further details.

Civil Engineering

DROP:

CE 231 Statics A

Computing and Information Sciences

ADD:

CIS 543 Software Engineering Design Project

CHANGES:

CIS 015 Undergraduate Seminar

CIS 540 Software Engineering Project I

CIS 541 Software Engineering Project II

CIS 505 Programming Language to: Introduction to Programming Languages

Electrical and Computer Engineering

CURRICULUM CHANGES:

Computer Engineering

DROP:

ADD:

CIS 540 Software Engg Project I 3 CIS 543 Software Engg Design Project 3

*See pages 14 - 16 of white sheets for further details.

Motion carried.

2. Senator Ackerman moved for approval of undergraduate course and curriculum changes approved by the College of Human Ecology March 8, 2004.

Apparel, Textiles, and Interior Design

CHANGES:

Pages 218-219, KSU Undergraduate Catalog, 2002-2004

AT 245 Apparel and Textile Marketing to: Apparel and Textile Industry

AT 300 Apparel ~~Design and~~ Production to: Apparel Production

AT 325 Apparel and Textile Store Operations

AT 330 Apparel Consumers and Society

AT 400 Apparel Design and Production III to: Fashion Illustration

AT 445 Professional Development: Issues and Opportunities to: Pre-Internship Seminar

AT 451 Apparel and Textile ~~Marketing~~ Practicum to: Apparel and Textile Practicum

AT 550 Apparel Design Field Experience to: Apparel and Textile Internship

DROP:

AT 200 Apparel Design and Production I

AT 225 Quantitative Merchandising Analysis

AT 360 Intermediate Textiles

AT 425 Apparel and Textile Promotion

AT 440 Fundamentals of Apparel Evaluation

AT 450 Apparel and Textile Marketing Internship

AT 525 Principles of Apparel Buying and Forecasting
AT 580 Internships in Textiles

ADD:

AT 340 Aesthetics of Apparel and Textiles
AT 460 Apparel and Textile Evaluation
AT 475 Principles Buying
AT 575 Principles of Forecasting

New Specialization

Selective Advancement in Apparel Design & Production Specialization

Apparel, Marketing and Design

Pages 216-217, KSU Undergraduate Catalog 2002-2004

Rationale: Changes are being made to streamline and reorganize the curriculum.

*See pages 9 - 11 of white sheets for details.

School of Family Studies and Human Services

Page 221, KSU Undergraduate Catalog, 2002-2004

DROP:

Communication Sciences and Disorders minor

Rationale: low enrollment

Human Nutrition

Page 233, KSU Undergraduate Catalog, 2002-2004

CHANGES:

HN 556 Rehabilitation and Conditioning for Athletic Injuries

HN 557 Administration of Athletic Training Programs

HN 585 Internship in Athletic Training to: Practicum III in Athletic Training

ADD:

HN 583 Practicum I in Athletic Training

HN 584 Practicum II in Athletic Training

HN 586 Practicum IV in Athletic Training

HN 587 Practicum V in Athletic Training

HN 588 Practicum VI in Athletic Training

Department of Human Nutrition

Athletic Training

Bachelor of Science in Athletic Training

Curriculum changes to this degree.

See pages 16-17 of white sheets for further details.

Department of Human Nutrition

Pages 231 and 232, KSU Undergraduate Catalog, 2002-2004

Public Health Nutrition

Bachelor of Science in Human Nutrition

Curriculum changes to this degree.

See pages 18-19 of white sheets for further details.

Motion carried.

3. Senator Ackerman moved for approval of undergraduate course and curriculum changes

approved by the College of Arts and Sciences April 1, 2004.

Dean of Arts and Sciences

COURSE CHANGES:

ENGL 035 Special Studies in English to: DAS 135 Special Studies in English
ENGL 035 Beginning English I to: DAS 136 Beginning English I
ENGL 038 Beginning English II to: DAS 138 Beginning English II
ENGL 040 Intermediate English I to: DAS 140 Intermediate English I
ENGL 050 Intermediate English II to DAS 150 Intermediate English II
ENGL 052 Advanced English to: DAS 152 Advanced English
ENGL 076 Reading Skills to: DAS 176 Reading Skills
ENGL 077 Written Communication/Non-Native Speakers to: DAS 177 Written
Communication/Non-Native Speakers
ENGL 078 Oral Communication/Non-Native Speakers to: DAS 178 Oral
Communication/Non-Native Speakers
ENGL 079 Pronunciation/Speaking Skills to DAS 179 Pronunciation/Speaking Skills
ENGL 081 Advanced Integrated English to: DAS 181 Advanced Integrated English
ENGL 085 Teaching and Cultural Orientation for ITAs to: DAS 185 Teaching and
Cultural Orientation for ITAs
ENGL 086 Orientation/Amer. Higher Educational System to: DAS 186
Orientation/Amer. Higher Educational System
ENG 087 Exploration of American Culture to: DAS 187 Exploration of American

Culture

Department of English

CHANGE:

ENGL 430 The Structure of English
ENGL 476 American English

English Language Program

ADD:

DAS 182 Introduction to American Academic Research Writing for International

Students

DAS 183 Introduction to American Academic Presentation for International Students

DAS 184 Practical Training in ESL

Department of Geography

CHANGE:

GEOG 220 Environmental Geography I to: GEOG 321 Environmental Geography II
GEOG 221 Environmental Geography II to: Environmental Geography I
GEOG 535 Fundamental of Climatology

Department of Sociology, Anthropology, and Social Work

CHANGE:

ANTH 522 Special Topics in Anthropology to: ANTH 521 Topics in Archaeology
ANTH 522 Special Topics in Anthropology to: Topics in Cultural Anthropology
ANTH 522 Special Topics in Anthropology to: ANTH 523 Topics in Linguistic
Anthropology
ANTH 522 Special Topics in Anthropology to: ANTH 530 Topics in Physical
Anthropology

Department of Speech Communications, Theatre and Dance

ADD:

SPCH 535 Communication and Leadership

Women's Studies Program

CHANGE:

WOMST 500 Topics in Women's Studies to: WOMST 585 Women and Islam

CURRICULUM CHANGES:

University Undergraduate Studies

(Page 96, undergraduate catalog)

CHANGE:

Life sciences

Pre-vet option (new)

*See page 8 of white sheets for further details.

Division of Biology

University Undergraduate and Graduate Studies

ADD:

Concurrent B.S. and M.S. degree program in Biology

Rationale: This is a new program.

*See page 9 of white sheets for further details.

Department of Geography

University Undergraduate Studies

Page 113, undergraduate catalog

CHANGE:

Geography (B.A or B.S)

Rationale: Changes to GEOG 221 and the addition of GEOG 321 reflect changes made to the two-course Environmental Geography sequence.

*See page 10 of white sheets for further details.

CHANGE:

University Undergraduate Studies

Page 113, undergraduate catalog

CHANGE:

Geography Minor

*See page 11 of white sheets for details.

ADD:

University Undergraduate Studies

Certificate in Geographic Information Systems (18 hours)

*See page 12 of white sheets for details.

Motion carried.

4. Senator Ackerman moved for approval of undergraduate course and curriculum changes approved by the College of Technology and Aviation April 6, 2004.

COURSE MODIFICATIONS:

MET 111 Technical Graphics

MET 117 Mechanical Detailing

CET 120 Materials Sampling and Testing

CMST 335 Web Development Programming I

PPIL 435 Air Transportation

Motion carried.

5. Senator Ackerman moved for approval of undergraduate course and curriculum changes

approved by the College of Arts and Sciences February 12, 2004 - this item was deleted from the April 13, 2004 Faculty Senate agenda due to changes being made to it after it was approved by Academic Affairs.

Department of Chemistry

CHANGE:

(Page 108, undergraduate catalog)

FROM: Under Chemical Science curriculum for the BS degree

TO: Under Chemistry curriculum for the BS degree

*See page 5 of white sheets for details (revised)

Motion carried.

b. Graduate Education

Senator Ackerman moved for approval of course and curriculum changes approved by Graduate Council April 6, 2004.

CHANGE

AGRON 660 Range Research Techniques

AT 610 Computer-Aided Design of Apparel

AT 625 Apparel and Textile Store Planning

AT 645 Private Label Apparel Product Development

AT 655 Apparel Pattern Development I

AT 695 Apparel Pattern Development II

CIS 705 Programming Languages

EECE 631 Microcomputer Systems Design

EECE 684 Power Laboratory

ENTOM 875 Insect Physiology

IMSE 810 Industrial Logistics Engineering

MUSIC 614 Graduate Theory Review

DROP

ATM 703 Topics in Agricultural Technology Management

ADD

BAE 740 Biomaterials Processing

CIS 844 Agent-Oriented Software

EDCEP 752 College Student Athletes

EDCEP 761 Intercollegiate Athletics and the College Student Athlete

EECE 644 Parallel Computing Fundamentals

GRSC 740 Biomaterials Processing

MUSIC 618 Graduate History Review

PLPTH 768 Population Genetics

Motion carried.

c. General Education

Senator Ackerman moved for approval of general education course proposals approved by the General Education Council March 4, 2004.

ENGL 525 Women in Literature

SOCIO 562 Social Construction of Serial Murder

Motion carried

2. Senator Ackerman moved for approval of additions to graduation lists.

December 2003

Angela Dikeman, Business Administration, BS-Marketing and International Business
Christian Osse, Arts and Sciences, BS-Chemistry
Joel Scott, Arts and Sciences, BS-Geography

May 2003

Clinton Garrett, Business Administration, BS-Financial Management
Brandon Spencer Hardin, Architecture, Planning, and Design, Bachelor of Architecture

Motion carried.

3. Senator Ackerman moved for approval of a posthumous degree for Jay Cody Ott, College of Agriculture, BS-Horticulture-Golf Course Management requested by Larry Erpelding, Associate Dean of Agriculture. Jay was scheduled to graduate in May 2004 and was in good academic standing with the university.

Motion carried.

4. Resolution regarding Bachelor's Degree Completion Programs (Con. Ed)

Senator Stewart discussed the second reading of this resolution. The resolution represents the fact that K-State has been a pioneer in distance education as the Bachelor's Degree Completion Program began at K-State thirty years ago. The program has continued to grow and has offered many students an opportunity to complete their bachelor's program at K-State who would not have normally been able to continue. Senator Stewart moved to adopt the resolution. Senators are invited to a reception to be held on May 21 in the Union Sunflower Room from 2:30 - 4:30 p.m. in celebration of this program. Motion carried.

5. Approve change to Appendix K **ATTACHMENT 1**

Senator Ackerman and Senator Stewart have worked on reviewing program discontinuance policies and have determined that the best approach for Academic Affairs to have more input into program discontinuance would be to modify this Appendix K. Senator Ackerman moved to approve the change to Appendix K, Discontinuance of Academic Programs. Motion carried.

6. Senator Ackerman announced that Senator Fred Fairchild will be chairing the Academic Affairs committee next year. The committee will be looking at the standard class meeting times policy and the senior and alumni survey. President Zabel thanked Senators Ackerman and Stewart for co-chairing this committee and all of the members of the committee.

B. Faculty Affairs Committee - Roger Adams

1. Classified research amendment **ATTACHMENT 2**

Senator Adams moved to accept the Classified research amendment. Senator Maatta requested information on process flow of the classified research. Senator Hosni yielded the floor to Byron Jones. He explained that the intent would be on a project by project basis. Clearance would be granted before the project goes out. Senator Schumm expressed concern about the integrity of the university because it is not clear what liability the researcher has. Byron Jones indicated these issues are inherent in any research. Senator Rahman was concerned about the statement regarding the gaining of tenure. Byron Jones stated that classified research would be defined as if any piece of the research is confidential then all of the research is confidential. The passage of this policy should not generally affect the current department internal policies. The definition of classified research has not changed. Byron Jones thought that in general the approval process would not be a bottle neck. Senator Spooner stated that it is essential that junior faculty do not

take part in proprietary research. Senator Rahman stated that in her view, proprietary research does not belong on a university campus. Byron Jones stated that the reason for the committee is to manage the process and to open up opportunities for research. The committee will be managing potential problems and issues in classified research. Senator Spooner affirmed that every department head has to sign off on any proposal and it is up to the department head to control who is allowed to do the research and he would not approve a junior faculty member to participate in classified research. Senator Hosni discussed looking at the impact. This proposal will allow classified research to be done more easily, even though you have to go through the new committee. The proposed change will have a positive impact on those who would like to be involved in classified research. Motion carried.

2. Grievance Board amendment **ATTACHMENT 3**

Senator Adams moved to accept the grievance board amendments, Appendix G: General Grievance Board Policy and Hearing Procedures and make Appendix U a permanent Policy on Mediation. Senator Adams thanked Senator Dubois and Becky O'Donnell, Mediation Coordinator, for their hard work on these changes. Motion passed.

3. There was a question on the letter sent to Provost Coffman and incoming Provost Nellis concerning elimination of the Scholar title. Adams said the Coffman Teaching Scholar award will not be affected by this proposed change.

4. Senator Adams has volunteered to serve again as chair for Faculty Affairs and thanked the committee for their work. President Zabel thanked Sen. Adams and the Faculty Affairs Committee for a busy and productive year working on some complex issues.

C. Faculty Senate Committee on University Planning - Walter Schumm

Senator Schumm announced that the committee reviewed the draft of the program discontinuance; the faculty morale survey; salary survey data; and the classified research issue. Senator Schumm has been re-elected to chair the committee for next year.

D. Faculty Senate Committee on Technology - Mike Haddock

Senator Haddock announced that K-State Online will be beta tested June 28 to July 16 and volunteers are needed for this testing. Interested individuals should contact Rob Caffey. Jane Rowlett is seeking interested individuals for a Scholars Advisory Group for the university portal. She needs faculty members heavily involved in research. She is looking for a wide-range of people including those who are technology oriented as well as those who are less comfortable with technology. Senator Ross Tweed will chair FSCOT next year.

V. Announcements

A. Faculty Senate Leadership Council

President Zabel reported that the Council has had several meetings and will meet with the President's staff tomorrow to discuss the future of the Compensation Task Force, legislative updates, and the faculty morale survey. Zabel said that he has manually compiled the results of the survey and has prepared tables comparing K-State responses to those of faculty at the other Regents institutions. He plans to work with Planning & Analysis to develop more complete and meaningful analyses. Zabel said it appears that relative to the other institutions, K-State faculty morale is lower. The survey showed a particularly high dissatisfaction with salaries and benefits at K-State. He and President-Elect Spears will be sharing the results with the President's staff prior to wide dissemination, and he hopes the information can be used to address the dissatisfactions that exist. The highest rated satisfier for K-State faculty was the community in which we live. In addition to the morale survey, the Council will discuss with President's staff the decision making process for the sweep of funds to send back to the state and the selection process for University Distinguished Professors.

B. Kansas Board of Regents meeting
Zabel referred to the brief summary in the Executive Committee minutes.

C. Report from Student Senate
Senator Blair Reynolds discussed the allocation of funds. If Senators have any direction for projects or any concerns for Student Senate, please contact him at ber7755@ksu.edu.

D. Other - none

VI. Old Business

A. Academic Calendar (Fall 2004 through Summer 2009) **ATTACHMENT 4**

President Zabel reminded Senate that an earlier proposed calendar was defeated at the March 2004 Faculty Senate meeting because of the two-day fall break and the early start on Friday for the Fall semester. The calendar committee then reconsidered the proposal. Senator Dubois moved to approve the proposed calendar. The motion was seconded. Senator McCulloh pointed out one aspect of the fall schedule beginning in fall 2005. The MWF classes have been cut by one day. There are no more than 14 Mondays in any of the semesters which disadvantages anyone who teaches Monday classes. Senator Rahman stated that the calendar meets her needs in every way and complimented the committee on coming up with an excellent schedule that she fully supports. Senator Dubois stated that there are many issues that need to be addressed once some basic assumption on the schedule can be developed. Motion carried. President Zabel thanked the members of the calendar committee as well as Past-President Cochran and Registrar Monty Nielsen for the many hours of work spent in developing this calendar and the new University Calendar Policies and Procedures.

VII. New Business

A. Distinguished Professor Selection

President Zabel announced that a request was brought to the Executive Committee by five or more faculty members to place discussion of the University Distinguished Professor selection process on the agenda. Senator Murray discussed the letter from Bill Meredith and yielded the floor to Senator Jurich to discuss the issue. Jurich said he teaches in a department with a wide range of people and disciplines. The faculty in his department struggle when reviewing tenure and promotion because each area has different values for publications, etc. He thought the lack of input from a broader range of people for the University Distinguished Professor (UDP) selection process was a problem. He proposed asking Faculty Affairs to recommend changes to the selection process next year.

Senator Nafziger has been on the review and selection committee for the UDP. He pointed out that the Provost appoints UDPs. He said the committee makes the recommendation in February and the Deans attend the meeting. In March the final selection is made. He suggested that Faculty Senate also participate in the selection process by appointing two members to the review committee. Senator Spooner said that the current process has been in place for about four or five years. Having chaired this selection committee this year, he has been very careful to consider diversity in the selections as well as in the make up of the committee itself. He described that the review and evaluation committee looks at all nominations, brings forward a priority list that are discussed as a group, with the Deans present as advisor. Following a full discussion with everyone, the list is narrowed down in March to the final recommendations that are taken forward to the Provost. The Provost solicits nominations from all faculty in the fall along with providing the guidelines for the nomination submissions. The process works very similar to the promotion process. Senator Rahman discussed her experience with the selection process. She thought there was a need for guidance on preparing the nomination packets, particularly for the non-science faculty member. Senator Spooner said this is not like a tenure decision, because faculty members who are not selected the first year may be in subsequent years. Senator Hamilton had some concern with the requirement for outside letters of support for nominations. In his field (Philosophy) it is normal to not have the same opinions as colleagues and the outside letters could

reflect negatively on the candidate.

President Zabel ended the discussion and requested that Faculty Affairs exam this issue and make suggestions for the UDP selection process, if appropriate, and report back to Faculty Senate sometime next year.

VIII. For the Good of the University

A. Year End Report by Robert Zabel **ATTACHMENT 5**

President Zabel referred to the year end report attached to the agenda. He said that what is recorded in the minutes and other records is just the tip of the iceberg of what really happens in the Faculty Senate and it's various committees. Many issues being worked on are not documented but many hours are spent on these various issues. Zabel thanked the members of Senate for their substantial and essential contributions to faculty governance. He said that the University could not function without the services they provide. He also noted some editing mistakes in the summary, such as not listing Secretary Gehrt as a member of the Leadership Council. He thanked Sen. Gehrt and Kristi Harper for their contributions.

B. Senator Schumm made a comment about the actions in Iraq and noted that he has expertise in treatment of prisoners of war if anyone has an interest in having more information.

C. President Zabel recognized each member of the Faculty Senate Leadership Council and their excellent leadership this past year.

IX. Adjournment of 2003 - 2004 Faculty Senate

Senator McCulloh moved to adjourn. Motion was seconded and meeting was adjourned at 5:00 p.m.

X. Call to order of the 2004 - 2005 Faculty Senate

President Spears called to order the 2004-2005 Faculty Senate at 5:05 p.m.

XI. Election of President-Elect

Senator Spikes nominated Jim Dubois for the position of President-elect. Senator Adams seconded the nomination.

Senator Hosni nominated Tom Herald for the position of President-elect. Senator Ransom seconded the nomination.

Seeing no other nominations, President Spears directed the voting be conducted by ballot.

Tom Herald was elected as President-elect.

XII. Election of Faculty Senate Secretary

Senator Ransom nominated Senator Gehrt for Secretary. Senator Hosni seconded the nomination. Senator Nafziger moved to elect Jennifer Gehrt by acclamation. Motion was seconded. Motion carried.

XIII. For the Good of the University

President Spears announced that Jerry Frieman has agreed to continue as Parliamentarian next year. She will be requesting volunteers for committee assignment for next year and plans to have many positions filled before the end of the semester.

XIV. Adjournment

Meeting was adjourned at 5:20 p.m.

ATTACHMENT 1

April 6, 2004

Provost James Coffman
106 Anderson Hall
Manhattan, Kansas 66506

Provost Coffman:

On behalf of the Faculty Senate Academic Affairs Committee, please accept this letter regarding the list of Programs/Degrees submitted for discontinuation in April of 2003. It is the understanding of this committee that this list was compiled in consultation with Central Administration, the Council of Deans, and Faculty Senate Leadership. The list was submitted to the College Deans in February of 2003, followed by a vote in COCAO and submission to the Kansas Board of Regents.

Because the proposal did not originate at departmental levels and follow standard procedures for academic program changes, news of these changes caused concern in faculty members, as well as in Faculty Senate. Academic Affairs was not formally involved in these important decisions, outside of Leadership Council. As faculty representatives on academic matters, we have been asked to review and respond to policies related to this ruling.

In support of K-State's strong history of faculty governance, members of the 2003-2004 Academic Affairs Committee strongly recommend that this committee be formally involved in future proposals for Program/Degree changes. Consequently, we propose the following change to Appendix K of the KSU Faculty Handbook. If you have questions or concerns, we are available to meet at your convenience.

Respectfully submitted,

Patricia Ackerman & Dave Stewart
825-2904 532-5635

cc: Bob Zabel, Faculty Senate President

**Kansas State University Handbook
Proposed Change To Appendix K
Discontinuance of Academic Programs**

Section IIIA 3g

Current Policy

- g. The report with appendices will be sent to the Faculty Senate Committee on University Planning. This committee will review the report and also determine the effect of the recommendation on the university as a whole, its mission, and its resources. Within a reasonable time, it will forward the report, along with its findings, to the provost for administrative action.

Proposed Change

- g. The report with appendices will be sent to the Faculty Senate Committee on University Planning. A copy will be forwarded to the Faculty Senate Academic Affairs Committee for formal review and comment. Prior to final recommendation, FSCOUP will review the report and these comments when determining the effect of the recommendation on the university as a whole, its mission, and its resources. Within a reasonable time, it will forward the report, along with its findings, to the provost for administrative action.

ATTACHMENT 2

G51 Classified research. The purpose of a university is to develop and transmit knowledge.

Consistent with this purpose, Kansas State University is committed to making ideas and research results available to all who might wish to use them. Therefore, the policy of the university is that classified research may not be carried out under university auspices by any faculty member, unclassified professional member, student, or other university personnel **unless it is first approved by the Committee on Classified Research.**

University faculty and unclassified professionals initiating activities involving classified research shall provide, as may be requested by the committee, verification that the planned research does not hinder any participating student from completing his or her degree(s) and publishing the student's required work for the degree(s) and does not hinder any participating faculty member from gaining tenure.

G52 Classified research may be broadly defined as research about which any of the following aspects are kept secret for an indefinite period with control of their release or publication exercised by an agency other than the university: 1) purpose of the research, 2) the names of the investigators, 3) the amount and sources of funds, 4) the university facilities used, 5) research procedures, and 6) the results of the research.

G53 This policy does not abrogate the right of research investigators to protect their work until it is patented or copyrighted. Neither should the policy be construed to prohibit the exercise of conventional privacy rights or to restrict university personnel in private consulting arrangements. This policy should not be interpreted as restrictive but rather as a safeguard to free and open inquiry and discussion by faculty, unclassified professionals, students, and other university personnel. Any exception to the policy must be recommended by the Graduate Council and approved by the executive committee of the Faculty Senate.

ATTACHMENT 3

University Handbook

Appendix G: General Grievance Board Policy and Hearing Procedures

General Grievance Board

(FSM 9-8-81, 2-16-88, 9-10-91, 1-21-92, 12-14-99)

Ombudspersons are available to provide assistance to faculty and unclassified professionals in the resolution of concerns and disputes that arise within the university. Faculty and unclassified professionals are encouraged to contact an ombudsperson before making an administrative appeal or filing a grievance (see C190-C194).

Mediation is also an option available to faculty and unclassified professionals at any time, including during the process of filing or actively going through the grievance process. See Appendix U: Policy on Mediation. If mediation is entered into during the grievance process, the calendar clock as defined by the grievance process will be stopped and if the mediation is unsuccessful, the calendar restarted where it was interrupted (see Appendix G: G,2, Filing a Grievance and Pre-Hearing Activities) In cases of unsuccessful mediation when a grievance panel has been assembled, and the faculty or unclassified professional wishes to continue with the grievance process, the calendar clock will restart as defined in Appendix G: G,2,h,i &j.

A. Function

The General Grievance Board (hereafter referred to as the GGB) is established by, and responsible to, the executive committee of Faculty Senate to provide peer review of grievances of members of the faculty and unclassified professionals of Kansas State University. The GGB shall also hear appeals made by faculty members concerning action by the university in relation to violations of the Policy on Integrity in Research and Scholarly Activity and other such matters as the Faculty Senate shall provide, including discrimination based on race, color, gender, sexual orientation, religion, place of birth, age, ancestry, or disability. The function of the GGB shall be to (1) hear all evidence pertinent to the grievance; (2) make findings of fact; (3) decide whether the charges or allegations which constitute the grievance have been sustained by the evidence presented; and (4) recommend the specific course of action which should be taken; and (5) provide to the Faculty Senate an annual report of the board's activities and suggested changes in university policies or procedures.

G. Grievance Hearing Procedures

2. Filing a Grievance and Pre-Hearing Activities

- a. The grievance process shall be initiated by a written request, submitted by the grievant to the GGB chairperson, with a detailed statement of the grievance, which shall include (1) an account of the alleged administrative action/inaction which gave rise to the grievance and the dates; (2) the name(s) of the administrator(s) who will be the respondent(s); (3) the precise grounds upon which the grievance is based; (4) whether an "open" or "closed" hearing is requested, and (5) the nature of the relief sought. When terms such as "capricious," "arbitrary," "collegiality," etc. are used as the basis of a grievance or an administrative response, it is incumbent upon the person who uses these terms to demonstrate by example or specific evidence the meaning of such terms and how they apply.
- b. The grievant will be assisted by the GGB chairperson in obtaining relevant documents and information when such items are judged to be of critical importance in supporting the request for a grievance hearing. The chairperson shall determine whether the grievance falls within the jurisdiction of the GGB and if the materials presented by the grievant meet adequate standards of detail and clarity.
- c. Within five work days from the date of acceptance of the grievance by the chairperson, the chairperson shall give to both parties written notification of same, including a copy of the grievance.
- d. Within ten work days following such notification, each party shall submit to the chairperson, with copies to the other party, a preliminary list of (1) all documents to be introduced; (2) witnesses to be called; and (3) documents requested from the other party, plus (4) the name of the attorney, if an attorney is to accompany the party to the hearing; and (5) the name and title of the non-lawyer representative (advocate), if one is to accompany the party to the hearing. In addition, the respondent(s) shall submit a written response to the allegations contained in the grievance.
- e. Within 15 work days from the date of notification prescribed by G.2.c, the parties shall provide each other, with a copy to the GGB chairperson, the documents requested in G.2.d or a statement as to why the documents are not being provided (e.g. they are irrelevant or nonexistent) and all other documents to be introduced during the hearing. The claim that documents are privileged or confidential shall not in itself be sufficient justification for withholding them from the other party. The validity of the basis for not producing a requested document will be judged by the GGB chairperson whose ruling can be appealed to the hearing panel at the time of the hearing.
- f. Within 15 work days from the date of notification prescribed by G.2.c, the GGB chairperson shall provide to each party: (1) a list of the members of the hearing panel, the presiding officer, and two alternates; and (2) notification of the date(s), time(s), and place(s) of the hearing.
- g. Within 20 work days from the date of notification prescribed by G.2.c, each party may strike name(s) from the list of panel members for conflict of interest or for other just and sufficient cause, which shall be determined by the GGB chairperson. The GGB chairperson shall appoint replacements as necessary. Both parties will also exchange, with copies to the GGB chairperson, an updated list of documents to be introduced and witnesses that may be called. In no more than 35 class work days from the date of acceptance of the grievance by the GGB chairperson, as prescribed by G.2.a, the hearing shall begin, except as provided by G.1.i. and G.4.i.
- h. *If the grievance process was stopped because a faculty or unclassified professional entered into mediation and that mediation was unsuccessful the calendar clock as defined by the grievance*

process will be restarted where it was interrupted. In cases of unsuccessful mediation when a grievance panel has been assembled, and the faculty or unclassified professional wishes to continue with the grievance process, the calendar clock will resume with 25 calendar days to allow the Chair of the Grievance Board to assemble a new panel and reschedule the hearing.

- i. Within 10 work days of the grievance resuming, the GGB chairperson shall provide to each party: (1) a list of the members of the hearing panel, the presiding officer, and two alternates; and (2) notification of the date(s), time(s), and place(s) of the hearing.*
- j. Within 5 work days from the date of notification prescribed by G.2.i, each party may strike name(s) from the list of panel members for conflict of interest or for other just and sufficient cause, which shall be determined by the GGB chairperson. The GGB chairperson shall appoint replacements as necessary. Both parties will also exchange, with copies to the GGB chairperson, an updated list of documents to be introduced and witnesses that may be called. In no more than 25 class work days from the date of the resumption of the grievance the hearing shall begin, except as provided by G.1.i. and G.4.i.*
- k. All rules and policies as defined by General Grievance Board Policy and Hearing Procedures remain in place.*

University Handbook, Appendix U: ~~Interim~~ Policy on Mediation

A. Introduction

Mediation is playing an ever-increasing role in the positive resolution of campus disputes by addressing the needs and interests of all parties and at the same time saving time and money. It is particularly effective when the disputing parties want or need to continue their relationship. It also allows the parties to look at ways to prevent conflicts in the future.

For purposes of this policy, mediation is defined as a voluntary process of facilitated negotiation in which a neutral third party, a professional mediator, sits down with the parties in conflict and helps them look for mutually acceptable solutions to work-related issues in dispute. The mediator does not make the decisions, but instead, works with the parties to identify their needs and interests and to develop creative options for resolving the conflict in a confidential manner.

B. Guidelines for Mediation

Mediation should be considered in any instance of serious or substantive dispute. It can be accessed at any point in the process of informal facilitation, appeal, grievance or litigation. Anyone can propose mediation; for example an ombudsperson, the next highest administrator, an affirmative action officer, or any of the parties to a dispute. The use of mediation will only occur with the concurrence of all of the disputing parties. Although any kind of dispute can be mediated, it is anticipated that common examples would include:

disagreement over salary adjustments
performance evaluations
promotion and tenure issues
workplace issues, and or
instances of alleged harassment or discrimination that do not meet the legal standard for such but which include real or perceived problems requiring resolution

An "agreement to mediate" will be entered into by all parties. This agreement does not constitute an obligation to reach a binding conclusion.

A mediator is defined, for purposes of this policy, as a person who is certified by or is recognized as equivalently qualified by the Kansas Judiciary Branch, Office of Judicial Administration, ~~and is included on an annually updated university list of approved mediators.~~ This list *A list of university approved mediators* will be developed through a screening and selection process based upon a recommendation of a committee appointed by the provost and comprised of two central administrators, one dean, one unclassified professional staff member, and two faculty members. *The list will be reviewed annually by the provost (or his or her agent) for accuracy, verifying current certifications or equivalents, and updated every three years by the committee.*

C. Coordination of Mediation Process

Responsibility for coordinating the mediation process and making information available to the university community will be assigned by the Faculty Senate Executive Committee to a director who will operate from the Office of Faculty Senate. The University will be responsible for paying the fees for mediation unless an outside complaint or lawsuit has been filed.

KANSAS STATE UNIVERSITY AGREEMENT TO MEDIATE

This is an Agreement between _____ and _____

(hereafter referred to as the participants). The participants enter into mediation with the intention of reaching a consensual resolution of their issues. The provisions of this agreement are as follows:

PROCESS

1. Mediation is a voluntary collaborative process that is non-binding.
2. The mediator is a neutral facilitator who assists the participants in reaching their own voluntary, fully informed resolution concerning the issues.
3. A mediator's duties do not include decisions concerning "right" or "wrong" and the mediator will not make a decision regarding the issues for the participants.
4. In the event that the participants are already involved in an appeal, review, or grievance process for which a hearing has not convened at the time of this agreement, that process will be suspended until the conclusion of the mediation. Any timetables associated with such a process will be placed on hold until the mediation is ended.

DISCLOSURES

5. The mediation process can be successful only if all participants make full and complete disclosure of all information pertinent to the resolution of the issues. Each participant will make a full and complete disclosure of all relevant information and documents to the mediator and the other participant.
6. If either participant fails to make a full and complete disclosure of all relevant information and documents, then any formal, legal, binding Resolution Agreement that may be reached based on the incomplete set of materials may be set aside.

CONFIDENTIALITY

7. All written and oral communications, negotiations and statements made in the course of mediation will be treated as privileged settlement discussions and are absolutely confidential.
8. Participants agree that no tape record will be made nor will any participant cause the electronic recording of any portion of the mediation session or sessions or telephone calls among the participants and/or mediator concerning the sessions.
9. The mediator will not reveal anything discussed in mediation to anyone other than the participants.
10. The participants and the university will not at any time, before, during, or after mediation, call the mediator as a witness in any legal or administrative procedure concerning these issues. To the extent that the participants or the university may have a right to call the mediator as a witness, they each waive that right.

11. The participants and the university agree not to subpoena or demand the production of any records, notes, work product or the like of the mediator in any legal or administrative proceeding concerning these issues. To the extent that participants or the university have a right to demand these documents, that right is hereby waived.
12. If a participant or the university subpoenas the mediator, the mediator will move to quash the subpoena.

TERMINATION/WITHDRAWAL

13. Either participant or the mediator may terminate the mediation at anytime. It will not be necessary that a participant or the mediator provide a reason for the termination of the mediation.
14. In the event that the mediation is terminated, the mediator will advise the participants of the termination in writing. No explanation is required regarding the reason for termination.

LEGAL REPRESENTATION

15. Participants may choose to seek the advice of independent legal counsel at anytime during the process. Attorneys representing participants can not attend mediation sessions with the participants.
16. The participants may have legal questions about either the Agreement To Mediate or the Memorandum of Understanding that may result from the mediation. Each participant may seek legal counsel regarding legal interests, rights and obligations.
17. In the event that a participant seeks legal counsel, the University will bear the cost for each of the participants up to a maximum of two hours of legal costs for this purpose.
18. The university will pay for the fees for mediation unless an outside complaint or lawsuit has been filed.

MEMORANDUM OF UNDERSTANDING

19. The mediator will prepare a Memorandum of Understanding if that is appropriate. The mediator will provide the Memorandum of Understanding to each of the participants.
20. The Memorandum of Understanding is not an agreement. It is not binding upon the participants. It may form a basis for a formal legal binding Resolution Agreement, subsequently prepared and executed between/among the participants.
21. In Witness Whereof, the undersigned have read, understand and agree to each of the provisions of this Agreement to Mediate.

Participant	Date	Participant Date	Date
Mediator	Date	For the University	Date

ATTACHMENT 5

Kansas State University Faculty and Unclassified Senate
End of Year Report: 2003-2004
Robert Zabel, President

It is a daunting task to report the accomplishments of Faculty Senate over the past year. Senate is comprised of nearly 90 senators who represent the 1500 faculty and unclassified professionals at K-State. These people enable the university to fulfill its mission of creating and disseminating knowledge, teaching and advising students, and contributing to the welfare of Kansas, the nation, and larger world. K-State literally could not function without Faculty Senate's shared governance of the University.

Some of our accomplishments can be documented in the specific actions, deliberations, and new and revised policies and procedures that are recorded in minutes of the Senate, Executive Committee, standing committees, and other groups and task forces established and appointed by Senate. Those records represent the individual and corporate efforts of senators and other faculty and unclassified professionals who have given their talents, time, and energy to institutional service. In most instances, however, the many individuals who contributed to these accomplishments have not been formally documented.

It's important to note that the accomplishments of 2003-2004 Senate build upon the work of previous Senates, and that much of this year's work will continue. Based upon my vantage point as President, I appreciate the "behind the scenes" time, effort, and resources our colleagues have contributed. In particular, it's important to recognize the dedication, commitment, and leadership provided by the Senate Leadership Group: Al Cochran (Past President), Jackie Spears (President-elect), Jennifer Gehrt (Secretary), Pat Ackerman and Dave Stewart (Co-Chairs of Academic Affairs), Roger Adams (Chair of Faculty Affairs), Mike Haddock (Committee on Technology), and Walter Schumm (chair, FSCOUN). In addition, Kristi Harper, Secretary to Senate, has provided highly competent continuity (as well as prompts and support) for me and our entire Senate operation.

I believe it's also important to acknowledge not only the accomplishments we can document, but also in what did not happen. No doubt some problems were avoided, conflicts were resolved, and potential crises were averted due to individual and group efforts, collaborative spirit, and civility of members of the Senate.

Below is a partial listing of Senate activities and accomplishments:

> Elected President-Elect and Secretary

U. Approved hundreds of new undergraduate and graduate courses, course changes, general education courses, programs, program changes, certificate programs, and specializations as well as graduation lists and changes in graduation lists

V. Commended Women's basketball team for reaching NCAA tournament.

W. Received University Library Committee Report

X. Received Annual Ombudspersons' Report

Y. Selected new Ombudsperson

Z. Approved Tuition Waiver proposal developed by the Salary and Fringe Benefits Committee and Faculty Affairs

AA. Deliberated and defeated motion to increase Biology 198 from four to five hours of credit

BB. Recommended Professors of the Week to be honored at home football games

- CC.Participated in orientation of new faculty and unclassified professionals
- DD.Appointed several hundred faculty and unclassified professionals to approximately 70 university, graduate school, and other committees and task forces (e.g. Big 12 Fellowships, Parking Appeals Board, City-University Fund, Honor Council, LASER Committee, IRBs, Out of State Tuition Appeals Board, Intercollegiate Athletics Council)
- EE.Extended Interim Policy on Approval, Routing, and Notification for one year
- FF.Passed resolution to fly UN flag on campus
- GG.President and past-president participated in series of meetings with persons involved in dispute resolution options (e.g., Ombudspersons, Mediation, Affirmative Action, University Attorney)
- HH.Participated in Tilford Group meetings
- II.Monthly meetings of FS Leadership and President's staff. Issues and concerns over the year included display of UN flag, general classroom space, proposed hotel/parking garage, faculty and unclassified compensation, legislative funding efforts, tuition waivers for employees, UDP selection process, status of KKSU operations, university ratings, calendar issues, trends in tenure/non tenure track faculty positions
- JJ.Represented K-State on the Council of Faculty Senate Presidents at monthly meetings of the Kansas Board of Regents. Among other activities, contributed monthly Updates of notable accomplishments of K-State faculty, visited individually with Regents and Regents staff, participated in COFSP meetings, retreats, preparation of monthly reports to the Board, advocated for improved salaries, tuition benefits, and OOE support, revival of SB 345 funding, control of health insurance premiums, considered the Regents awards to outstanding faculty, explored research data bases and collaboration for BOR faculty, considered system-wide transfer and articulation agreements, discussed faculty participation in evaluation of university CEOs, contributed to the development of performance agreements, developed institutional policies for teaching sexually explicit material in courses as required in state legislation, developed, conducted, and analyzed a morale survey of BOR faculty.
- KK.Senate President and Provost Coffman jointly named a Compensation Task Force of approximately 25 faculty, administrators, and unclassified professionals. The CTF was charged with developing strategies to improve faculty and unclassified compensation to help realize President Wefald's goal of K-State becoming a top 10 Land Grant University.
- LL.Hosted annual State of the University event with presentations by President Wefald, Provost Coffman, VPs Krauss and Rawson, Vice Provost Unger, and FS President Zabel
- MM.Consulted with Provost on appointment of Library Funding Task Force
- NN.Passed Rewards and Recognition proposal developed by the Salary and Fringe Benefit Committee and Faculty Affairs.
- OO.Heard reports on new university-wide data management systems and internet security issues
- PP.President represented Senate at four Landon Lectures, commencement ceremonies
- QQ.President represented Senate on search committees for Interim Asst. Provost and Provost.
- RR.Past, current, and future Senate presidents met twice with the K-State Foundation Board of Directors to discuss faculty interests
- SS.President/CEO of the KSU Foundation met with Senate and with Executive Committee to provide updates of their efforts.
- TT.Re-considered the Standard Class Meeting Time policy passed last year.
- UU.Developed University Calendar Committee Policy and Procedures in consultations with student government leaders, the Provost's Office, and Registrar. Executive Committee and Senate reviewed, deliberated, eventually passed the policy and appointed Senate representatives.
- VV.Deliberated and defeated proposed university calendar.
- WW.Heard demonstration of new Employee Self Service system at Senate meeting

XX.Arranged and hosted campus visit by Sen. Morris, Chair of the Appropriations Committee, including meetings with Administration, FS EC, FS, department heads, and deans

YY.Discussed UDP selection process with representatives of the UDP group

ZZ.Heard annual report on the Undergraduate Honor System

AAA.Appointed Wait List Committee with representatives from each college..

BBB.Accepted annual report on Post-Tenure Review/Chronic Low Achievement policy

CCC.Heard from Foundation CEO and Dean Kellet on hotel/parking proposal

DDD.Appointed committee to study drop policy and offer recommendations

EEE.Considered “teaching scholar” designation

FFF.Appointed new Senate representative to Student Senate

GGG.Contributed to redesign of Faculty Senate Website with links to relevant sites

HHH.Consulted on Targeted Excellence review process

III.Accepted report on Intercollegiate Athletics Council Policy for Missed Classes due to Athletic Competition

JJJ.Participated in discussions and correspondence with Council on Intercollegiate Athletics and Big 12 Sports Reform group regarding faculty role in sports oversight. K-State was represented by the Chair of the IAC, a Past-President of Senate, and the NCAA representative at an initial meeting. Subsequently, Mary Molt and Mickey Ransom reported on the meetings. Passed resolution supporting continued representation at future meetings.

KKK.With Provost, appointed Steering Committee for the Future of Undergraduate General Education

LLL.Participated in working group to implement BOR Performance Agreements

MMM.Heard annual report on the Interim Policy on Mediation

NNN.Approved changes to the academic Honor System Constitution and Bylaws to add of graduate students

OOO.Consulted on development of a new Dispute Resolution website

PPP.Received apology from Coach Snyder to faculty for events involving student athletes at the Fiesta Bowl

QQQ.VP and Assoc.VP reported to Senate on state funding for 2005

RRR.Established a “learning outcomes” discussion board

SSS.Selected 15 additional members of the General Grievance Board

TTT.Received report on trends in tenured, tenure track, and non-tenure faculty from Director of Academic Services

UUU.Invited Director of Governmental Relations and VP of Admin. and Finance to Senate to discuss Administration relations with the Governor and Legislature.

VVV.Considered Faculty Affairs proposal for revisions to the Chronic Low Performance policy

WWW.Discussed on-line TEVAL administration and appointed TEVAL Task Force to study and offer recommendations regarding same

XXX.Passed resolution supporting a Student Senate resolution concerning the Governor’s budget proposal that taxes student restricted fees and tuition revenue

YYY.Considered and passed resolution proposed by Distinguished Teaching Professors supporting on-line grade submission of grades

ZZZ.Passed resolution endorsing development of the means for electronic grade reporting

AAAA.President participated in media interviews concerning a number of Senate-related concerns

BBBB.Hosted retirement reception for faculty and unclassified professionals

CCCC.Approved expansion of the General Grievance Board to 60 in University Handbook

DDDD.Approved changes in Policy on Dropping Students After First Class Day

EEEE.Considered resolution recognizing the distance Bachelors Degree Completion Program

FFFF.Considered a proposed “teaching scholar” job title and FA sent memorandum to Provost requesting a moratorium on the use of that title

GGGG.Deliberated and passed Undergraduate Student Learning Outcomes

HHHH.Provided Senate support for Extraordinary Student Award and participated in awards ceremony

IIII.Prepared analysis comparing K-State and other university faculty responses to morale survey conducted by COFSP for the Board of Regents and shared those with EC and President’s staff.

JJJJ.Discussed with Administration the impact of reports of university employee salaries published by local newspaper

KKKK.Heard and considered proposal amending policy on Classified Research

LLLL.Announced implementation of the first year of Targeted Salary Enhancements affecting over 200 faculty and obtained commitment from Administration to pursue tuition benefit plan with other institutions and Board of Regents

MMMM.Considered revised calendar proposal from the University Calendar Committee

NNNN.Considered Handbook change in policy on Discontinuance of Academic Programs that includes review and comment by Academic Affairs Committee

OOOO.Recognized Provost Coffman for his many contributions to Kansas State University

PPPP.Considered changes in Handbook to Grievance Board Policy and Hearing Procedures

QQQQ.Considered making permanent the Interim Policy on Mediation

RRRR.Welcomed new senators and recognized retired senators

SSSS.Etc.