

MINUTES
Kansas State University Faculty Senate Meeting
February 8, 2005 3:30 p.m. Big 12 Room, K-State Union

Present: Adams, Anderson, Arck, Baker, Behnke, Blythe, Brigham, Brockway, Chang, G. Clark, R. Clark, Clegg, Cox, Erickson, Fritz, Gehrt, Gormely, Greene, Gwinner, Hedrick, Herald, Hohenbary, Holcombe, Johnston, Jones, Jurich, Knapp, Lee, Lehew, Lynch, Maatta, Maes, McHaney, Nafziger, Nichols, Prince, Rahman, Ransom, Reeck, Reynolds, Rietcheck, Roozeboom, Ross, Sachs, Schumm, Shubert, Simon, Smith, Spears, Spooner, Stadlander, Stewart, Stockham, Turtle, Warner, Willbrant, Yahnke, and Zabel

Absent: Ackerman, Bhadriraju, Cauble, Collins, DeLuccie, Dhuyvetter, Dryden, Dubois, Eckels, Fairchild, Fallin, Frieman, Jackson, Nagaraja, Rolley, Rys, Shultis, Spikes, Stokes, Thompson, Trussell, Turnley, Urkevich, and Wilkie

Proxies: Bontrager, Fick, Grauer, Griffin, Hamilton, Hosni, Marr, Michie, Rintoul, and Schultz

Visitors: Al Cochran and Ray Hightower

- I. President Jackie Spears called the meeting to order at 3:35 p.m. on a snowy day. President Spears acknowledged the death of Leonard Bloomquist, colleague and former Faculty Senator then asked for a moment of silence in his memory. Senator Clark announced that there will be a memorial service on campus sometime in the near future.
- II. The minutes of the January 18, 2005 meeting were approved.
- III. Cia Verschelden, Ruth Dyer, and Patricia Marsh – Program Assessment
Dr. Dyer discussed the handout (see **Attachment 4**). They are putting together the schedule for the visit. Senators and other faculty members may be asked to meet with the team from the Higher Learning Commission. Spontaneous meetings may also be called. The purpose of the visit is to see how far we have come in developing a student learning assessment program. Most units are still in the process of developing a plan and have yet to actually implement assessment plans, collect data, and make changes based on the data analysis. Patricia Marsh advised participants to convey where they are on the assessment program. The team from the Higher Learning Commission fully expects units to be in various stages of development/implementation.
- IV. Reports from Standing Committees
 - A. Academic Affairs Committee - Fred Fairchild
 1. Course and Curriculum Changes
 - a. Undergraduate Education - none
 - b. Graduate Education - none
 - c. General Education
 1. Senator Stewart moved to approve new courses for UGE status approved by the UGE Council December 16, 2004:
GEOG 510 Geography of the American West
GEOG 600 Mountain Geography
 2. Approve graduation list and additions to graduation lists.
 - a. Senator Stewart moved to approve additions to graduation list:
May 1998

Jaimee Sarae Harris – Human Ecology, BS in School of Family Studies and Human Services-Family Life and Community Services (H8)

Motion carried.

3. CAPP Standard Class Meeting Time Revision – **Attachment 1**

Senator Stewart moved for the adoption of the proposed amendment to the Standard Class Meeting Time as specified in Attachment 1. Ray Hightower, the present chair of CAPP, led the discussion on the proposal. Senator Jurich pointed out that the evening classes of 5:30 p.m. and 7:30 p.m. should be included in the amendment. It was pointed out the motion specifically mentions daytime schedules. These standard times have been designed to minimize other course conflicts. With the five sequences, there is additional opportunity to schedule other courses. Senator Spooner expressed concern with the statement that CAPP could deny the department future use of this alternative 110-minute sequence. He indicated that Biology would always be in conflict with the policy. Senator Clark commented gap around the noon hour for the 75-minute classes and indicated that the seminar room is setting empty for 45 minutes during the middle of the day. Ray Hightower pointed out that the purpose of the gap is to alleviate conflicts with courses that involve more or less than the 75-minute schedule.

Motion carried.

B. Faculty Affairs Committee - Roger Adams

Senator Adams asked that caucus chairs be sure to look over the list of eligible voters and certify the accuracy of the list so that elections may proceed. Having just returned from the Caribbean, he noted that he would take snow like this any day rather than constant sunshine.

C. Faculty Senate Committee on University Planning - Walter Schumm

Nothing to report.

D. Faculty Senate Committee on Technology - Tweed Ross

Nothing to report.

V. Announcements

A. Faculty Senate Leadership Council - **Attachment 2**

President Spears discussed Attachment 2. Leadership is requesting that any excess funds be dedicated to increase the funding of Other Operating Expense (OOE) budgets. The administration agreed to an increase in the Faculty Senate budget so paper copies will continue to be provided to senators. If senators prefer to receive correspondence electronically, contact Candace Ortega in the Faculty Senate office and she will place you on such a list. Senator Reeck requested the following sorts of information regarding impact on the university of the on-going budget issues over the last several years: 1. #of GTAs, # Instructors, etc, and 2. # of students over a 4-year period. President Spears agreed to request this sort of analysis from the administration.

B. Kansas Board of Regents Meeting - **Attachment 3**

President Spears discussed Attachment 3. The Council of Faculty Senate Presidents has been asked to discuss the concurrent enrollment issues at the next Board of Regents meeting. Senator Johnston asked about how the administration might implement a tuition assistance program at K-State. President Spears indicated that the administration is setting aside funds to support 3 hours of tuition funding per semester for employees and dependents at both the graduate or undergraduate levels. She indicated that leadership will discuss in more detail with the President's staff and will report back. Senator Spooner indicated that for a recruitment impact, six hours per semester would have a greater impact. She indicated that she will pull the committee back together to determine details of the program once the approval has been given at the Board level. Past-president Zabel pointed out that a 6-hour paid program per year that is on the table, would be just a start and hopefully will move the program forward to higher levels in future years.

C. Report from Student Senate

Senator Reynolds reported that intramurals is now handled by Recreational Services. The senate elections are under way. He encouraged senators to talk to responsible and focused students to encourage them to run for Student Senate.

D. Other - none

VI. Old Business - none

VII. New Business - none

VIII. For the Good of the University

We are moving into the election season, so President Spears encouraged senators to run for office and committee chairs.

IX. The meeting was adjourned at 4:30 p.m.

Attachment 1

Proposed Amendment to SCMT Policy (Approved by CAPP, 12/8/04)

Proposed amendment to the KSU Standard Class Meeting Time (SCMT) to allow an alternative schedule for the SCMT 110 minute class periods.

For courses or special classrooms in which the student demand requires five 110 minute class period during the day (7:30 a.m. to 5:20 p.m.), a department may use an alternate sequence of periods with 10 minute breaks between periods, the first period beginning at 7:30 a.m. (starting times are 7:30 a.m., 9:30 a.m., 11:30 a.m., 1:30 p.m., and 3:30 p.m.) If all of the periods are not consistently used each semester, CAPP may deny the department future use of this alternative 110-minute sequence.

Rationale:

This amendment allows a department to use five 110-minute class periods, one more than the four SCMT periods presently allowed during the day. CAPP has allowed the use of this alternative sequence for the Department of Biology since the implementation of the SCMT policy.

This alternative sequence uses the first two SCMT 110 minute morning periods, but replaces the two afternoon SCMT 110 minute periods (12:30 p.m. and 2:30 p.m.) with three 110-minute periods starting at 11:30 a.m., 1:30 p.m., and 3:30 p.m.

While the three new periods will create six overlaps of starting and ending times of other SCMT periods, research has shown that five sequential periods are a sufficient number of periods with different times from which a student can choose, and have non-conflicting access to, most other classes they need.

Most of the 110-minute classes are held in a specific type of space necessary for these classes, and because there generally is a lack of these special facilities, it is not possible to add concurrent class periods. Also, in some cases there may not be instructors available, even if additional classrooms were available. Therefore, the alternative five sequential periods during a given day would be the only solution for providing an additional class period during the day for a specific course or a special classroom.

A department is not required to obtain approval for use of this alternative 110 minute sequence, but a department should allow all five periods to be opened at the beginning of the enrollment session and must use all five periods during the semester because of student demand (cannot just schedule periods). If all of the periods are not used, CAPP can deny the department future use of this alternative 110-minute sequence.

ATTACHMENT 2
Faculty Senate Leadership Council Report
January 2005
(Selected Items of Interest)

Governor's Budget Proposal

State General Fund expenditures for the Board of Regents and Regents Institutions would increase by \$43.0 million (6.1% increase). This includes: (1) \$18.0 million to increase the operating grant to the Regents, (2) \$8.9 million for the second year of SB 345, and (3) \$13.9 million for the 27th pay period. The \$18.0 million operating grant increase includes funding for the 2.5% pay increase for state employees and funding for KPERs death and disability benefits. Funding of SB 345 is expected to provide about 1.0% additional pay increase for faculty. No funds are provided for Performance Funding authorized under SB 345. In general, the proposal includes no unfunded mandates or increases. Tuition increases for next year are estimated at just under 10%.

Turnitin

We are exploring the feasibility of acquiring a site license to a service that scans student papers for plagiarism. Faculty members who want to use the service would register their class. Students would submit an electronic copy of the paper to the service along with a paper copy to the professor. The service scans the student paper looking for matches with material on the Internet and a database of student papers. Instances of possible plagiarism are marked, along with a reference to the site. The scanned paper is then forwarded electronically to the professor to be used however the professor chooses in grading the student paper. The cost/year for a site license is approximately \$19,000.

Costs of Paper Copies of Agendas/Minutes

In response to the general discussion regarding the possibility of going to electronic distribution of Faculty Senate agendas and minutes, FSLC has decided to leave the current system in place. The central administration has agreed to provide an increase in our operating budget. Faculty members who would prefer to receive all routine correspondence from Faculty Senate electronically, however, are asked to contact Candace Ortega, Faculty Senate secretary.

ATTACHMENT 3
Board of Regents Report
January 19-20, 2004
(Selected Items of Interest)

SCOCAO/COCAO

Concurrent Enrollment: SCOCAO made some minor changes in wording and added a statement allowing institutions to require higher standards if they wish. Elements of the policy include: (1) instructors must have a masters degree including 18 credit hours in the discipline or use the final exam scored with the same rubric used for an on-campus course, (2) students must have an acceptable score on a standardized test chosen by the credit-granting institution, and (3) only 24 semester credit hours of concurrent enrollment courses can be accepted by the postsecondary institution. SCOP will consider the policy in February. Students' use of concurrent enrollment will be tracked through the Regents' Postsecondary Database. Faculty credentials will be added to this database in 2006.

COCAO approved a request from Wichita State University to move the B.S. in Health Services Management and Community Development to a new department and move the Department of Communicative Sciences and Disorders to the College of Health Professions. Members also discussed a request from the University of Kansas for an M.F.A. in Creative Writing. COCAO approved additional changes to the policy on Spoken English Language Competency. The change requires that the interview panel convened to assess spoken English competency of non-native speakers among new graduate students and faculty members include at least one student and requires better documentation that Regents' institutions are adhering to Board policy.

BOR: Items Passed Under Consent Agenda

Approved degree-granting authority to the University of Phoenix to offer a B.S. in Criminal Justice Administration through its Wichita campus. Approved degree-granting authority for Brown-Mackie College to offer an Associate of Applied Science degree in Medical Office Management. Approved modifications in the BOR policy concerning First Professional Degree to distinguish these degrees from the traditional research-based doctorate. The BOR accepted the 2005 ACCESS Report, which summarizes the off-campus programs offered by Regents Universities and Washburn University. BOR also approved amendments to KSU's 2006 Capital Improvement request to include \$5 million addition to the Beach Museum of Art funded by private gifts already received by the KSU Foundation.

BOR: Items Considered Under Discussion Agenda

Discussed policy and procedures relative to collaborative programs/degrees. Essentially the policy requires that collaborative programs/degrees move through the same general approval process as campus-based programs and degrees. The BOR approved the policy (to be placed in Chapter IV, Section 25 of KBOR Policy Manual).

BOR received the Report on the Governor's Budget Recommendation. The Governor has recommended that the state fund: (1) 2.5% pay increase to unclassified employees, (2) SB 345 that would amount to another 1.0% increase to faculty, (3) cost of the 27th payroll, (4) miscellaneous increases in fringe benefits, and (4) \$15 M for repairs/facility rehabilitation. The Governor's budget did not recommend funding of the 2% Performance Grants.

The BOR discussed recommended changes to the policy for spoken English Language Competency of faculty and graduate teaching assistants. In general, the Board endorsed the changes suggested by COCAO, which were described earlier. The issue is being moved through the approval process more quickly than usual in order to provide a strong response to issues raised by the recent Performance Audit. Finally, the BOR received a report from the CEO Assessment Committee. That committee recommended minor changes to the procedures to be used in the 2005 assessments and endorsed the use of a more exhaustive process that invites input from a broader spectrum of stakeholders at 5-6 year intervals.

OTHER:

Enabling legislation to allow institutions to introduce tuition-assistance programs was considered by the Fiscal Affairs and Audit Committee of the Board of Regents. Concerns were raised with regard to: (1) the ability of the BOR to control the cost of such programs, and (2) the desirability of allowing differences among institutions to develop. The issue was referred back to the Council of Presidents for clarification. At this stage, it seems likely that both issues can be addressed successfully.

ATTACHMENT 4
Kansas State University
Focused Visit on Assessment of Student Learning
Higher Learning Commission
North Central Association of Colleges and Schools
February 21-22, 2005

Important Achievements in Assessment of Student Learning at K-State:

- Policies and procedures have been developed and implemented to guide our assessment efforts.
- University undergraduate and graduate student learning outcomes (SLOs) have been established. Individual degree programs have identified student learning outcomes and linked them to the university SLOs.
- Three-year plans for the assessment of student learning in each degree program are under review. These plans include direct measures of student learning and strategies for using assessment results to improve student learning.
- Assessment Committees at the university level and in each college are actively working to sustain and build on our progress to date.
- An annual report of progress on assessment of student learning in each degree program will include a section on how programs are using assessment results to improve student learning.
- Conversations are underway related to the assessment of student learning in distance learning programs and courses, as well as the assessment of learning and services offered through the KSU Libraries, Institutional Advancement, and the Division of Continuing Education.

NCA Evaluation Team:

Dr. Thomas Conry, Team Chair
Professor of General Engineering
University of Illinois at Urbana-Champaign

Dr. Barbara Steidle
Assistant Provost for Undergraduate Education and Academic Services
Michigan State University

Dr. Rosa Cintron
Associate Professor, Adult and Higher Education
University of Oklahoma

Tentative Schedule:

Monday, February 21 - After an initial meeting with Duane Nellis, Ruth Dyer, Patricia Marsh, and Cia Verschelden, team members will meet with the K-State Assessment Facilitators Committee, the Dean of the Graduate School, Faculty Senate Academic Affairs Committee, groups of departmental faculty, faculty working on the UGE program, representatives from student service units, and groups of students.

Tuesday, February 22 - Exit meeting with Jon Wefald, Duane Nellis, and Ruth Dyer, and other groups not yet identified by the team members

The self-study report for the focused visit is available on the APR office web site: www.ksu.edu/apr/reports/index.htm

See www.ksu.edu/apr/accreditation/2005visit.htm for Focused Visit information, including team bio's and detailed schedule of meetings for February 21 and 22.