

MINUTES
KSU Faculty Senate Meeting
Tuesday, May 9, 2006 3:30 pm
K-State Union, Big 12 Room

Present: Adams, Al-Khatib, Alloway, Arck, Atkinson, Beard, Behnke, Bhadriraju, Blythe, Boldt, Bontrager, Brigham, Cauble, Chengappa, G. Clark, R. Clark, Clegg, Cox, Crenshaw, Donnelly, Eiselein, Erickson, Fairchild, Finkeldei, Foster, Fox, Frieman, Fritz, Gehrt, Genereux, Gormely, Greene, Guzek, Harbstreet, Haub, Hendrix, Herald, Hoag, Hohenbary, Holcombe, Hosni, Howard, Hughey, Hsu, Johnston, Kearns, King, Knapp, Knopp, Lee, Leitnaker, Lynch, Maatta, Maddy, McFarland, Montelone, Nagaraja, Nafziger, Nichols, North, Procter, Rahman, Renberg, Roozeboom, Ross, Schultz, Schumm, M. Smith, S. Smith, Spears, Spikes, Spooner, Stadlander, Stewart, Stockham, Thompson, Trussell, Turnley, Turtle, Wang, Willbrant, Wright-Carroll, and Yahnke

Absent: Baker, Bergen, Collins, Condia, DeLuccie, Devore, Dhuyvetter, Grauer, Hedrick, Higgins, Lehew, Maes, Martin, McHaney, Michie, Oberst, Pacey, Potts, Prince, Rolley, Rys, Sachs, Staggenborg, Stokes, Ward

Proxies: Brockway, Dodd, Hamilton, McCulloh, Ramaswamy, Ransom, Rietcheck, Rintoul, Shubert, Shultis, Warner

Visitors: Al Cochran

1. President Tom Herald called the meeting to order at 3:40 p.m. after recognizing retiring senators for their service on Faculty Senate.
2. The minutes of the April 11, 2006 meeting were approved.
3. Reports from Standing Committees
 - A. Academic Affairs Committee – Alice Trussell
 1. Course and Curriculum Changes
 - a. Undergraduate Education -
 1. Senator Alice Trussell moved to approve undergraduate course and curriculum changes approved by the College of Business Administration on March 10, 2006:

COURSE CHANGES

Department of Management

CHANGES:

MANGT 531 ~~Personnel and~~ Human Resources Management

MANGT 535 ~~Personnel~~ Employment Law

ADD:

MANGT 560 Management of Diversity in the Workplace

CURRICULUM CHANGES

Department of Management

Page 161, Undergraduate catalog

Changes made to the Human Resource, Operations and Supply Chain Management and General Management Emphases in the Management Major.

Motion carried.

2. Senator Trussell moved to approve undergraduate course and curriculum changes approved by the College of Human Ecology March 31, 2006:

COURSE CHANGES

School of Family Studies and Human Services

Changes:
FSHS 446 Disorders of Articulation and Phonology

General Human Ecology, Dean's Office

Changes:
DHE 000 020. University Honors Program

CURRICULUM CHANGES

School of Family Studies and Human Services

Changes:
Changes made to the Bachelor of Science in Family Studies and Human Services, Communication Sciences and Disorders curriculum. Total hours required for Professional Requirements is increased from 41 to 42, and total hours for Professional Electives is reduced from 24 to 23. (Pages 3-4 of white sheets)

Department of Hotel, Restaurant, Institution Management and Dietetics

Changes:
Changes made to the admission requirements in the Didactic Program in Dietetics (DPD) Program II to allow tracking of students admitted to the DPD program. (Pages 5-6 of white sheets)

Motion carried.

3. Senator Trussell moved to approve undergraduate course changes approved by the College of Human Ecology via the Prerequisite fast track form received by the Faculty Senate office March 30, 2006:

COURSE CHANGES

Department of Apparel, Textiles, and Interior Design - Prerequisite changes only:

AT 300 Apparel Production

Pr: ~~AT 265 or one:~~

AT 325 Apparel and Textile Store Operation

Pr: AT 245, ~~MATH 100 or 220~~

AT 330 Apparel Consumers and Society

Pr: SOCIO 211 or PSYCH 110 and sophomore standing

AT 340 Aesthetics of Apparel and Textiles

Pr: ~~AT 245, MATH 100 or 220~~ Rec. Pr: AT 245

AT 400 Fashion Illustration

Pr: ~~AT 300, AT 340, ART 100, ART 190~~ instructor's permission Rec. Pr: ART 100, ART 190

AT 430 History of Apparel Fashion: Renaissance to Present

Pr. or Coreq.: AT 330

AT 445 Pre-Internship Seminar

Pr. ~~AT 340 and~~ Junior standing

AT 460 Apparel and Textile Evaluation

Pr: AT 265, ~~junior standing in AT major~~

AT 499 Problems in Apparel and Textiles

~~Consent of Instructor~~ Instructor's Permission

AT 545 Global Apparel and Textile Production and Distribution

Pr: AT 245, ECON 110, ~~and senior standing~~

AT 550 Apparel and Textile Internship

Pr: AT 445, AT 655 OR 575, ~~junior standing, 2.5 cumulative GPA, 3.0~~ 2.75 GPA in professional coursework, and ~~consent of instructor~~ instructor's permission.

AT 575 Principles of Forecasting

Pr: AT 325, AT 340, AT 430, ~~and senior standing~~

AT 576 Principles of Buying
CIS ~~104-102~~, ACCTG 231, ~~AT 325, AT 340~~ MATH 100 or 220, and AT 575

Family Studies and Human Services – Prerequisite changes only:

FSHS 313 Preschool C. Lab
~~Cone. FSHS 310~~, Coreq: FSHS 310

FSHS 347 Introduction to Phonetics
Pr: ~~Junior~~, CSD major and 57 hours

FSHS 360 Anatomy of Speech Mechanism
Pr: ~~Junior~~, 57 hours

FSHS 361 Hearing Science
Pr: ~~Junior~~, CSD major and 57 hours

FSHS 442 Developmental Psycholinguistics
Pr: ~~Junior~~, CSD major ~~Cone: FSHS 347~~ Pr. or Coreq: FSHS 347

FSHS 443 Lang. Assess Int I
Pr: ~~Junior and FSHS 442~~ and CSD major

FSHS 446 Disorders Artic/Pho
Pr: ~~Junior and FSHS 347~~ and CSD major

FSHS 506 Middle Childhood
Pr: ~~FSHS 110 or Psych 110~~ FSHS majors only

FSHS 549 Clinical Procedures CSD
Pr: Senior, ~~FSHS 443, FSHS 446~~ CSD major Pr: or Coreq: FSHS 443, FSHS 446

FSHS 552 Families and Diversity
Pr: ~~FLCS~~ FSHS major, Jr. or Sr., 15 FSHS cr, ~~FSHS 550, Senior~~

FSHS 567 Basic Audiology
Pr: FSHS 361, CSD major

Hotel, Restaurant, Institution Management & Dietetics – Prerequisite changes only:

HRIMD 221 Topics in Hospitality
Pr.: ~~HRIMD 120~~, HRM majors only ~~Cone. Pr. or Coreq:~~ HRIMD 120

HRIMD 340 Cont. Issues Contrl. Bev
Pr. or Coreq.: Psych 110 or Soc 110

HRIMD 361 Prin. Lodging Operations
Pr. or Coreq.: HRIMD 220 ~~Pr. or Equiv.:~~ ~~Soph. Standing~~

HRIMD 421 Hospitality Service Systems
Pr.: HRIMD 120, 220, ~~& 230 or 340~~, 60 75 hrs. or more

HRIMD 441 Club Management
Pr.: HRIMD 220

HRIMD 561 Mgt in Dietetics Practicum
Pr.: ~~HRIMD 422, Acctg. 231, Adm to CP, DPD~~ ~~Cone. Pr. or Coreq.:~~ HRIMD 560

Motion carried.

4. Senator Trussell moved to approve undergraduate course changes approved by the College of Technology and Aviation on April 4, 2006:

Aviation – Course Change:
PPIL 416 Crew Resource Management

Motion carried.

5. Senator Trussell moved to approve undergraduate course and curriculum changes approved by the College of Engineering on April 4, 2006:

COURSE CHANGES

Changes:
DEN ~~000~~ 020 ~~Engineering~~ University Honors Program

Add:
DEN 302 Leading Individuals and Engineering Project Teams.
DEN 303 Market Research, Technology Updates and Environmental Scanning
DEN 304 Developing Products, Services, and Processes
DEN 305 Planning and Adjusting Business Strategies
DEN 306 Engineering Maintenance, Operations and Change
DEN 307 Financial Resources and Procurement
DEN 308 Professional Responsibility
DEN 330 Basic Geometric Dimensioning and Tolerancing I – Drawing Interpretation
DEN 335 Lean Manufacturing
DEN 431 Intermediate Geometric Dimensioning and Tolerancing II
DEN 432 Advanced Geometric Dimensioning and Tolerancing III

CURRICULUM CHANGES

Civil Engineering

Changes:
Changes made to the Bachelor of Science in Civil Engineering Environmental Option. CHM 350 or CHM 531 under required environmental option courses.

Motion carried.

6. Senator Trussell moved to approve undergraduate course and curriculum changes approved by the College of Arts & Sciences on April 6, 2006:

COURSE CHANGES

Department of Aerospace Studies

Changes:
AERO 411 Aerospace studies ~~4B~~ Civil military relationships

Department of Arts & Sciences

Add:
DAS 130 Careers in Science and Engineering

Department of Art

Changes:
ART 201 Visual Communication Foundation
ART ~~205~~ 310 Graphic Design Studio I
ART 582 Internships Graphic Design

Department of English

Add:
ENGL 417 Written Communication for the Workplace

Department of Journalism and Mass Communication

Changes:

MC 466 Law of Mass Communications
MC 575 Multimedia Techniques

Department of Kinesiology

Changes:

KIN 310 Measurement and Research Techniques in Kinesiology
KIN 345 ~~Psychological Dynamics of Physical Activity~~ Physical Activity and Public Health
KIN 405 Choreographing Aerobic Dance and Exercise Routines
KIN 591 Psychology of Exercise and Sport Injury
KIN 592 Sport and Exercise Personality

Department of Women's Studies

Changes:

WOMST 205 Gender, Ethnicity, and Class
WOMST 410 Feminist Thought
WOMST ~~510~~ 551 The History and Politics of Family Violence
WOMST 580 Women and Religion
WOMST 590 Field Experience in Women's Studies

CURRICULUM CHANGES

Department of Art

Changes:

Page 98, undergraduate catalog

Changes made to the Bachelor of Arts foundation core courses. Under Two-dimensional courses, replace Type and Design Principles with Visual Communication Foundation. (See page 17 of white sheets for rationale.)

Department of Kinesiology

Changes:

Page 121, undergraduate catalog

Changes made to the lower and upper level core courses in the Kinesiology major. (See pages 18 & 19 of the white sheets for further details.)

Department of Modern Languages

Changes:

Page 127, undergraduate catalog

Changes made to the Modern Languages minor. In addition to French, German, Japanese, and Spanish, Chinese will now be offered. (See page 20 of the white sheets for further information.)

Department of Philosophy

Changes:

Pages 135 & 136, undergraduate catalog

Multiple editorial changes made to the Philosophy section of the undergraduate catalog. No course changes have been made. (See pages 21-26 of white sheets for further information.)

Department of Women's Studies

Changes:

Page 89, undergraduate catalog

Changes made to the College of Arts and Sciences basic requirements. Under Western Heritage, a Women's Studies course number has changed. Under Literary or rhetorical arts, the WOMST 205 & 550 courses have been deleted. (See pages 29-30 of white sheets for further details.)

Motion carried.

- b. Graduate Education – Senator Trussell moved to approve graduate course and curriculum changes approved by the Graduate Council on April 4, 2006:

CHANGES:

GENAG 780 Current Topics in Agriculture
HORT 751 Human Issues in Horticultural Therapy
PLPTH 750 Problems in Plant Pathology
PLPTH 880 Plant Molecular Biology
PLPTH 898 Master's Report

PLPTH 899 Research in Plant Pathology for the M.S. degree
PLPTH 905 Ecology and Epidemiology of Plant Pathogens
PLPTH 910 Molecular Plant-Microbe Interactions
PLPTH 911 Plant Tissue Culture and Regeneration
PLPTH 915 Chromosome and Genome Analysis
PLPTH 920 Topics in Plant Pathology
PLPTH 927 Fungal Genetics
PLPTH 999 Research in Plant Pathology for the Ph.D. degree
RRES 635 Methods of Environmental Interpretation

DROP:

AGCOM 770 Practicum in Professional Journalism
ASI 801 Hormonal Control of Reproduction
PLPTH 912 Molecular Approaches in Plant Pathology

NEW:

ASI 830 Neuroendocrinology Physiology
ASI 831 Molecular Reproductive Endocrinology
ASI 832 Ovarian Physiology
GERON 630 Mental Health & Aging

Motion carried.

- c. General Education – Senator Trussell moved to approve THTRE 565- Principles of Directing and ASI 595 – Contemporary Issues in Animal Science for UGE status as approved by the UGE Council on March 7th, 2006.

Motion carried.

2. Senator Trussell moved to approve additions to the following graduation lists:

May 2005

William Scott Bryant – AWS PP - Airway Science Professional Pilot (Bachelor) and PPIL (Associate) Professional Pilot – College of Technology & Aviation

December 2005

Marla J. Koehne, Bachelor of Science in Family Studies and Human Services – Human Ecology

Motion carried.

3. KSU Certificate Program Proposal – **Attachment 1**

Senator Trussell moved to adopt the KSU Certificate Program Proposal. This proposal came to the committee last fall from CAPP in order to establish minimum criteria for Certificate Programs. The proposal was referred by the Executive Committee to the Graduate Council for approval. The Graduate Council has now approved the proposal with no changes. Senator Leitnaker offered a friendly amendment to make the proposal effective Fall 2006. Motion carried.

4. Senator Trussell summarized committee activities for the past academic year. See **Attachment 2**.

- B. Faculty Affairs Committee – Frank Spikes

Senator Frank Spikes discussed the current status of the review of the university grievance process. Prior to development of committee recommendations, it came to light that there is an issue regarding the Open Meetings Act and the compliance requirements for the grievance process meetings. The committee has decided to seek an Attorney General opinion on the Open Meetings Act relevancy to the grievance process. Senator Spikes summarized the committee activities of the past academic year. See **Attachment 3**. He thanked the members of the Compensation Task Force for their efforts in getting the Professorial Performance Award approved. He also thanked the members of the Faculty Affairs committee for their fine efforts.

- C. Faculty Senate Committee on University Planning - Walter Schumm

Senator Walter Schumm reported on the activities of the committee for the past academic year. See **Attachment 4**. He announced that Tom Herald will chair FSCOUP next year.

- D. Faculty Senate Committee on Technology – Michael North

Senator Michael North reported that Rebecca Gould met with the committee to discuss an initiative from Apple to facilitate pod-casting at K-State. Various administrative offices are working on possibilities for future pod-casting such as video tour of Hale Library, tour of the campus, etc. He also discussed a problem with the domain name of k-state.edu vs. ksu.edu internal searches only work with the k-state.edu domain name. He reported that the Electronic Grade Submission training is complete and went well but was primarily FERPA training. He also mentioned that the rumor is not true that electronic grade submission will soon be required. No decision has been made on this as not all courses are available for electronic grading, anyway. He reported that the university has announced a new interim policy that prohibits university personnel from using any search indexing desktop product that allows indexes of the individual's hard drive to be used stored on an off-campus server. The committee approved revisions to K-State's Password Policy and Standards, which has now been submitted to IRMC for approval. The committee also approved a new policy that strives to protect personal identity information. He mentioned that the university has selected different software to implement for the new student system and more information will be forthcoming on this revised implementation plan. Senator North announced that new Campus ID cards have now been issued to all students, faculty and staff. Spam filtering has now been moved to the campus border and some spam is being blocked and not delivered at all to the inbox. Senator Rahman asked if a user could receive a list of e-mails that are being blocked. Senator Alloway replied that this is not available as this spam is being totally rejected and not tracked. Senator North then summarized the activities of the committee for the past academic year. See **Attachment 5**.

4. Announcements

A. Faculty Senate Leadership Council

President Herald announced that the Leadership Council is still working with the university on compensation for study abroad programs. They are also continuing to work through issues with the Honors Program. The Compensation Task Force will continue next year with some new committee members. He announced the possibility of an early retirement program for the future. He announced that leadership is working with the Provost to ensure that the Deans gather input from faculty members on the department head evaluations. The concealed carry law may have impact on the university. Leadership continues to look at Appendix G, Appendix O, and Appendix M of the University Handbook. He reported that the Leadership Council met with the Classified Senate leadership today to discuss common issues. President-elect Roger Adams intends to continue regular meetings with this group in the coming year.

B. Kansas Board of Regents Meeting

President Herald announced that Senate Bill 345 faculty salary enhancements will end next year and the Board of Regents is committed to finding a method to continue salary enhancements over the ensuing years.

C. Report from Student Senate

Senator Ashley Boldt announced that the Student Senate has completed the academic year and the new administration is set. She reported that Student Senate allocated \$13,000 to help develop an architectural plan for a new Child Development Center.

D. Other - none

5. New Business - none

6. For the Good of the University

Al Cochran reported that the Targeted Excellence awards have all been made and each primary investigator has been notified.

7. The meeting of the 2005-2006 Faculty Senate was adjourned at 4:30 p.m.

8. President Roger Adams called the meeting to order of the 2006-2007 Faculty Senate at 4:35 p.m.

9. Election of Faculty Senate President-Elect

Senator Hosni nominated Frank Spikes for Faculty Senate President-Elect. Senator Fairchild moved to close the nominations and cast a unanimous vote. The motion was seconded and carried by unanimous ballot.

10. Election of Faculty Senate Secretary

Senator Kearns nominated Alice Trussell for Faculty Senate Secretary. Senator Knapp moved to close the nominations and cast a unanimous vote. The motion was seconded and carried by unanimous ballot.

11. President Adams reported a good response from his call for committee volunteers but still needs volunteers for some committees and will send out a follow-up communication. He has received nine applications for ombudsperson and the Executive Committee will be making the selection in the near future. He announced that Sarah Sexton will be the student Parliamentarian for next academic year. The next Faculty Senate meeting is June 13.

11. Adjournment - Senator Nafziger moved to adjourn. The meeting was adjourned at 4:45 p.m.

ATTACHMENT 1
KSU Certificate Program Proposal

Proposed Policy for A KSU Certificate Program

(Recommended by CAPP, 7-13-05, approved with a friendly amendment by Academic Affairs, 9-20-05, Approved by Graduate School April 4, 2006)

A KSU “Certificate” program emphasizes a focused specialty area of study as a part of or beyond the requirements for bachelors, masters, and doctoral degrees.

It must increase the knowledge and skills of individuals.

It must be validated by a specified assessment process.

The department and college that provide a certificate program must provide for approval the:

- 1) Purpose,
- 2) Requirements,
- 3) Desired outcomes,
- 4) Assessment procedures,
- 5) Estimated budget and staff required, and
- 6) Evidence of approval of their certificate program through internal academic channels.

Effective Date: Fall 2006

ATTACHMENT 2

Summary—the accomplishments of Faculty Senate Academic Affairs 2005-2006

A review of the 2005-2006 actions reflects that Academic Affairs has had a pretty busy year! I have a list of the highlights of what Academic Affairs has accomplished from last May 2005-May 2006.

First Day Attendance Policy: The refined First Day Attendance Policy was finalized last spring and implemented in fall 2005. No comments or complaints reached Academic Affairs that I was aware of, so the process must be proceeding fairly smoothly. Among the changed procedures was a requirement that all departments list a point of contact.

Academic Definitions: We have added some standard academic definitions to insure that our official definitions encompass all of the terms that the students need to refer to as the new student information system is implemented in the coming months.

Graduation Scholastic Honors: The current guidelines calling for a combination of a GPA minimum and a corresponding top percentage of the graduating class in a college has resulted in a peculiar compression of the number of people qualified to receive Magna Cum Laude. Academic Affairs recommended the restructuring of the criteria to a straight GPA criteria for Summa Cum Laude, Magna Cum Laude, and Cum Laude.

Enrollment cap: Students have been limited to in the number of hours they could enroll in, but it was not strictly enforced. With the implementation of the LASER system, a decision was required to limit the number of hours that would be a maximum that a student could enroll in and/or have as a waitlisted class. The limit will be increased to 21, but will require permission from the Dean's office to exceed. Faculty Senate approved this change with the added provision that an explanation about the waitlisted classes counting towards the 21 hours be prominently for the advisors and students.

General Education: The Provost created a committee to review general education at K-State. Melody Lehew has been keeping Academic Affairs apprised of the progress of the Gen Ed

University Assessment Survey Committee: The summary report and the revised surveys have been submitted to the Provost and he has accepted the work of the committee. The committee recommended more frequent surveys than are currently being made, so there may be compromises based on the cost of the more frequent surveys.

Faculty Rights in the Classroom: Disruptive or disrespectful behavior within the classroom is rare, but there have been instances where students do not treat the instructor or professor with the respect that is appropriate. Graduate teaching assistants are particularly vulnerable because they often simply do not know the tools available to them to reinforce correct behavior. The Provost reaffirms the integrity of the status of the faculty member and will work to insure that information about faculty resources are fully communicated to all faculty members and GTA's.

Academic Climate: Dr. Don Hedrick and Alice Trussell met with the KSU Union administrators to talk about display space available to advertise academic events. A specific location for a large bulletin board between Chilly Willie's and the Food Court was agreed upon as a prime location for erecting an Academic Bulletin board. Mr. Pitts told us that he needed to meet with the Union Governing Council before undertaking any modifications, but he would bring forward and endorse our proposal. Efforts for this are continuing.

Policy on Certificate Programs: Because a variety of certificate programs have been approved and implemented over the last few years, it became obvious that some guidelines were needed to weigh the need and the justification for any proposed certificate program. This is a more difficult situation that would first be apparent, because by certificate programs tend to fit niche needs in a variety of disciplines. A policy has been approved that provides essential guidelines that all certificate proposals need to meet before being approved.

Honor System: The Honor System, which is KSU's Academic Integrity or Honor Code System, began in 1999 to emphasize personal integrity for all students. It has had many changes and updates to the documents outlining policies and procedures that govern the actions of the Office of the Honor System. Work is nearing completion on Investigation and Adjudication Procedures, formerly known as Bylaws, which should clarify specific procedures. Dr. Jackie Spears has coordinated efforts of many constituencies to pull this document revision together.

Honors Program: The Provost has established an office for the University Honors Program, which is designed to be a university-wide program for scholastic honors that is distinct from specific college Honors Programs or the graduation scholastic honors designation based solely upon GPA. Dr. Stephen Kiefer has been hired to design and implement the program. Dr. Kiefer is working with the Provost's office, colleges, and Faculty Senate to lay the groundwork for this emerging program. See <http://www.k-state.edu/ksuhonors/> for further information.

LASER: Legacy Application Systems Empowered Replacement (LASER) Project will establish a modern applications architecture for the student and financial information systems. The Registrar's office worked extensively with the LASER Steering Committee, the Committee on Academic Policy and Procedures, and Academic Affairs to have everything ready to go online through the LASER project. With Oracle abandoning the specific software originally being used by the LASER project, we are now in the transition process to adapting work already accomplished to the PeopleSoft system.

Pre-requisite Fast Track Form: The majority of the activity this spring has been in coping with large volumes of requests for Course and Curriculum pre-requisite and co-requisite changes. Due to the requirements anticipated in the transition to the LASER system of student information record keeping, all departments were notified that all pre-requisites and co-requisites would have to be verified. Any changes in status would require that the normal approval, routing and notification procedure policy be followed, which necessitates approval through Academic Affairs and Faculty Senate. Since a high number of classes changes would need to be processed in a short amount of time, a Pre-requisite Fast Track form was created to simplify and speed processing of changes that did not affect other colleges.

Course and Curriculum Procedures: Faculty Senate President Tom Herald and I have met with Provost Nellis and received his approval for the formation of a committee to review and revise course and curriculum change procedures. We have 6 members confirmed. Kelli Cox will be chairing the committee. The committee is charged with these tasks:

- Revise, update and replace the existing document "Approval, Routing and Notification Policy"
- Examine the option for a tiered approach to processing changes according to complexity and appropriate timelines needed to effectively complete the process
- Design web-based formed through which information will be entered
- Create a flow chart illustrating the steps that are required to complete the process
- Insure all procedures will meet requirements set forth in the Kansas Board of Regents Policy and Procedures Manual.

Respectfully submitted,

Alice Trussell

ATTACHMENT 3
Kansas State University
Faculty Senate Faculty Affairs Committee

2005-2006 Summary Report

This report describes the activities of the Faculty Affairs Committee of the Kansas State University during 2005-2006. It is divided into three sections: 1) Initiatives Completed; 2) Continuing Initiatives; and 3) New Initiatives.

Initiatives Completed

The Faculty Senate Faculty Affairs Committee completed work on four major initiatives during 2005- 2006, each of which was also approved by the full Faculty Senate. These were:

- The approval of a proposal for the establishment of and new language for inclusion in the University Handbook about Clinical Track Faculty positions in the Department of Clinical Sciences in the College of Veterinary Medicine.
- The approval of revised language for inclusion in the University Handbook to implement the Board of Regents policy on the Assessment of English Language Proficiency of new instructional personnel.
- The approval of a new compensation model for faculty members who teach in Study Abroad Programs.
- The approval of the conceptual basis for and new implementing language for inclusion in the University Handbook for the establishment of the Professorial Performance Award program.

In addition, the Faculty Affairs Committee participated in one Appendix G hearing, planning associated with one potential Appendix M hearing which was later settled prior to hearing and carried out its role concerning Faculty Senate Elections as prescribed in the University Handbook.

Continuing Initiatives

During 2005-2006 the Faculty Affairs Committee engaged in a study of the University Grievance process. Representatives of the Office of the Provost and the University's General Grievance Board, faculty members who served as faculty advocates during recent Grievance Hearings, and former Provost Kaufmann met with the Committee during the 2006 Spring Semester. A number of issues related to the improvement of the University's grievance process have been identified as a result of this series of meetings. Pending resolution of several issues concerning the relationship of University Committees to the Kansas Open Meetings Act, a final report and recommendations for action will be submitted by the Faculty Affairs Committee to the full Senate in the Fall 2006 Semester.

New Initiatives

The Faculty Affairs Committee has recently begun to examine a proposal for the establishment of Auxiliary Faculty positions.

W. Franklin Spikes

W. Franklin Spikes, Ed.D.
Chair
2005-2006 Faculty Senate Faculty Affairs Committee

May 9, 2006

Date

ATTACHMENT 4
Annual Report
Information for New Faculty Senators

Faculty Senate Committee on University Planning (FSCOUP)
May 9, 2006

1. Mission.

(a) The Constitution of the Kansas State Faculty Senate charges faculty with the duty “to participate, in an advisory capacity, in the process of determining mission related academic priorities at the institutional level” and “to participate, in an advisory capacity, in the process by which distribution of university appropriated resources in support of the academic, research, and service missions of the university is determined.” (see Article I, Section B, paragraph 3).

(b) The Kansas State University Handbook indicates that:

(1) The Faculty Senate Executive Committee may refer specific tasks related to university-wide planning to FSCOUP

(2) FSCOUP will actively advocate the need for comprehensive institutional planning and to monitor planning activities, evaluate their effectiveness, and make recommendations for improvement in the planning process. The Chair of FSCOUP is responsible to keep the members of FSCOUP informed as to the activities of university planning and budget committees.

(3) FSCOUP is involved in financial exigency decisions should that situation arise.

2. Membership for 2005-2006. Chair: Walter Schumm. Members: Jacqueline Spears (Past President, Faculty Senate), Michael Burns (Student Body President), Keith Behnke (Agriculture), Madlen Simon (Architecture, Planning and Design), Patrick Gormely (Arts and Sciences), Jim Bloodgood (Business Administration), Sally Yahnke (Education), Andrew Rys (Engineering), Mark Stadtlander (Extension), Bruce Shubert (General Administration), Sara Kearns (Library), Masud Hassan (Technology and Aviation, Salina Campus), Dick Oberst (Veterinary Medicine), and Jane Rowlett (Provost’s Representative). Thanks to all the members of FSCOUP for their service and support during the past year!

3. Meetings. The committee met ten times in 2005-2006. Average attendance was 60%.

4. Accomplishments. The parking garage was discussed at most meetings, starting with a presentation by Gary Leitnaker and Darwin “Ace” Abbott at the September 1, 2005 meeting. Several issues were debated and ideas were passed along to the faculty senate leadership or to the parking council. University rankings were discussed, based on data at the University of Florida site <http://thecenter.ufl.edu/mission.html>. The Chair presented a detailed breakdown of KSU rankings from that site, as compared to peer institutions. Concerns about the way in which health insurance costs are charged to grants during the summer were discussed. The way in which employee student tuition assistance is administered when employees do not have custody of the student was discussed (not resolved). The committee tracked developments in the TABOR (Taxpayers Bill of Rights) amendment but ultimately the related legislative bills were not passed this year. Export control regulations were discussed and provided to committee members (see <http://www.k-state.edu/research/comply/ecp/index.htm>).

Student conduct in instructional settings was addressed (see <http://www.k-state.edu/provost/policies/studentconduct.htm>). Schumm was appointed to the Campus Development, Planning, and Priorities Committee but coordination was limited because that committee met this year at nearly the same time as Schumm had classes to teach (Thursday mornings). Enrollment trends were monitored. Trends are under a downward pressure but especially significant drops may not occur until 2010. Nevertheless, the University is under pressure to increase enrollment from sectors other than graduating high school seniors from Kansas. FSCOUP coordinated with FSCOT on the use of k-state versus ksu on email addresses and the issue was resolved to allow the continued use of ksu.edu without automatic conversion to k-state upon entering

the internet system. The use of city/university funds were discussed and proposals were monitored. The University's distance education plans (Interdisciplinary Social Science Program) with China were discussed and it was determined that the plans would not impact enrollment and course requirements until 2010; however, questions were posed about the availability of necessary infrastructure to support the program. Materials from the strategic planning process for Oregon State University were distributed for consideration to all committee members. A variety of student and faculty Study Abroad issues were considered throughout the year. Dr. John Johnson was recognized for his many contributions to FSCOUP and to the University, upon his passing in January. Paul White was mentioned with honor after his passing in a university accident. The Kiplinger 100 Report was distributed to committee members, where KSU ranked 85th of 100. Discussions were held on the loss of international student/scholar housing due to the Jardine renovations. Results of grievance procedures were provided. The prospects for salary increases were monitored throughout the spring of 2006. The development of the new five year student tuition plan was discussed. Tom Herald was elected as the new chair for FSCOUP for 2006-2007.

5. Unresolved Issues. Improved coordination between the Schedule 25 Committee and with the CDPP is needed for next year. Trends in high school graduations and percentages of students being accepted here require continued monitoring. The status of housing for visiting international scholars remains tenuous and requires monitoring.

It is still not clear if there is a single full-time employee point of contact for the overall coordination of long-range university planning; i.e., who is responsible or accountable for coordination failures (e.g., the faculty being caught by surprise by the loss of international scholar housing at Jardine when the renovations led to the temporary loss of such housing)?

ATTACHMENT 5
FSCOT Comments to FS

May 9th 2006

By Michael North (chair)

FSCOT Meeting

May 3, 2006 2:30pm – 4:30pm

Podcasting

Presentation: Discussion led by Rebecca Gould to share opportunities that Apple is presenting to the University in the arena of Podcasting.

Two parts – Affiliate Program and iTunesU.

Apple will provide two days of training for free.

Also include remote hosting for free.

Examples of Podcasting Use : Video tour of Library, K-State marketing applications, audio instructions on how to find a library book, etc.

Another part of this program would be the legal downloading of music. \$0.99 for each song with 5 cents going to the university. Encourages legal downloading.

K-State DNS Name Change - a development. (ask Rebecca Gould to stay for this)

After the DNS name change to K-STATE.EDU, a development has occurred in KSU faculty developed webpages that use a Google Search Box to search predetermined (hard coded) directories. If the pre-coded directory is listed as part of KSU.EDU, Google (within the webpage) cannot find it. However, external searches will find it. Changing the “coding” of the Google searchbox to K-STATE.EDU corrects this problem. Example: Mike Haddock’s Kansas Wildflower website. Internal Google searches failed to find results (this worked a few month’s ago). Changing lib.ksu.edu to k-state.edu in the Google search box fixed the problem.

We will be bringing this up with IT units and the K-State webmaster.

Possible INFOTECH TUESDAY article.

Electronic Grade Submission

Training for faculty has been completed. Feedback from faculty on this training:

No problems reported other than two observations.

1 – this appeared to be more FERPA training than EGS training. The need for more directed FERPA training was discussed.

2 – a constant rumor that the EGS program will be mandatory soon. No plans for mandatory use, and one of the questions on the test asks that question.....and the answer was NO.

6. Desktop Search Products Must Not Store Files On OFF-CAMPUS Servers

The appearance of desktop “search” products now include “indexing” of your harddrive and can store these indexes off-site on a 3rd party server. This creates concerns about security and personal identity theft. Dr. Unger has issued an interim policy that addresses this problem. In short, do not use any search indexing (from Google or any other vendor) and allow the indexes to be stored on an off-campus server!.

7. Proposed Revision to K-State’s Password Policy and Standards

SIRT is proposing revisions to the K-State’s Password Policy and Standards. FSCOT approved the changes.

8. Draft Policy on the Collection, Use, and Protection of Social Security Numbers

FSCOT approved the new policy that strives to protect the personal identity information of both faculty and students.

9. LASER Project Update

Just a short mention that K-State has accepted Oracle’s proposal to use a PeopleSoft product for the Laser project. Evaluations underway to determine any changes to our project timeline.

10. Microsoft OS versions NT, ME, and 98 will no longer be supported come July 2006.

It has come to my attention that some faculty still are using the old Microsoft operating system software. After July, they will no longer be allowed on our K-State network do to security concerns. We need to ensure that everyone knows about these changes. Two considerations: (1) the cost of new OS software; and (2) older machines may not be able to run the new Microsoft XP OS, thus requiring the college to buy a new computer. Either way, this will cost more money.

iTAC is looking at issuing another article and an email to all faculty. Note: MS XP must not be the home edition, must be Pro Edition.

FSCOT Year End Summary

Policies Reviewed and Approved

Password Policy (modification),
Electronic Thesis and Dissertations Policy (new),
Interim Use and Scheduling of Technologically Enhanced Classrooms
Video Conferencing Policy
Proper Use of Social Security Numbers
CNS Information Technology Employee Code of Ethics
Desktop Search Products – Policy Not to Use On Off-Campus Servers

Issues and Programs Reviewed

Electronic Grade Submission
Electronic Thesis and Dissertation Project
K-State Home Web Page
Ongoing development of the Portal Project
Keeping up with the Laser Project and KEAS program
K-State branding issues and impact on faculty
Removal of SSN from K-State ID cards
Need to update faculty personal webpages
Email Attachment Problems
Email Slowness problems
Changes to dealing with SPAM on our email servers.
Export Controls (Federal and K-State policies concerning)
K-State Network – fragile infrastructure
State of Kansas Network problems
Network/Desktop security issues – SPAM and SPYWARE
*** Plus many guest speaker to help us follow these issues.**

Next year will see a heavy emphasis in three major areas (1) Network stability and reliability (both campus and state-wide), (2) improvements to our Email system, and (3) Network and Personnel Security issues.