

**AGENDA**  
**KSU Faculty Senate Meeting**  
**Tuesday, May 8, 2007 3:30 pm**  
**K-State Union, Big 12 Room**

- 2:30 p.m. New Faculty Senator Orientation – all senators welcome
- 3:00 p.m. Reception for Faculty Senators & presentation of certificates to retiring senators
- 3:30 p.m. Faculty Senate Meeting
1. Call meeting to order
  2. Approval of the April 10, 2007 minutes
  3. Harv Townsend/Beth Unger – Data Classification Policy update
  4. Stephen Kiefer – University Honors Program update
  - 5 Reports from Standing Committees
    - A. Academic Affairs Committee – Fred Fairchild
      1. Course and Curriculum Changes
        - a. Undergraduate Education
          1. Approve the following course and curriculum changes approved by the College of Agriculture on March 6, 2007:

**COURSE CHANGES**

***Agricultural Economics***

Add:

AGEC 121 Honors Agricultural Economics and Agribusiness

***Agricultural Technology Management***

Change:

ATM 545 Processing and Storage of Grains

ATM 460 Internship in Agricultural Technology Management (For credit/no-credit only)

Add:

ATM 101 Introduction to Biological and Agricultural Engineering and Technology

ATM 250 Chemical Application Systems

ATM 251 Chemical Application Systems Laboratory

ATM 455 Engines and Power Transfer

Drop:

ATM 500 Chemical Application Systems

ATM 571 Mechanisms for Power and Materials Handling

***General Agriculture***

Change:

GENAG 000 ~~Honors Program~~ Agriculture Scholars Program

GENAG 295 Introduction to ~~the Honors Program~~ Scholarship and Discovery

GENAG 395 ~~Honors Project~~ Research Topic Development

GENAG 396 ~~Honors~~ Research Proposal and ~~Research~~ Methods

GENAG 495 ~~Agriculture~~ Honors Seminar

GENAG 515 Honors ~~Presentation~~ /Scholars Project

Add:  
GENAG 260 Agricultural Construction  
GENAG 262 Agricultural Structures  
GENAG 264 Agricultural Power

## **CURRICULUM CHANGES**

### ***Horticulture, Forestry, and Recreation Resources***

Change:  
Horticulture Major Requirements - Options in Horticulture science, Fruit/vegetable, Greenhouse management, Landscape design, Landscape and turf management, and Nursery management.

FROM: BIOL 210, General Botany  
TO: BIOL 198, Principles of Biology

Horticulture Major Requirements - Options in Golf course management and Horticultural therapy.

FROM: BIOL 210, General Botany or BIOL 198, Principles of Biology  
TO: BIOL 198, Principles of Biology

RATIONALE: The Division of Biology will no longer be offering BIOL 210, General Botany, as of Fall 2007. As a result, on all curriculum options in the Horticulture major where BIOL 210 is listed as a requirement it must be replaced with BIOL 198. On all curriculum options where BIOL 210 is listed as an option to BIOL 198, BIOL 210 will be removed as a choice.

IMPACT: The Division of Biology has recommended this change.  
EFFECTIVE DATE: Fall 2007

### ***Animal Sciences & Industry***

Change:  
Equine Science Certificate

FROM: Equine Science Certificate. This program enhances equine knowledge and job opportunities for K-State students. The certificate requires completion of 20 credit hours of select equine courses. For more information go to: [www.asi.k-state.edu/equine](http://www.asi.k-state.edu/equine)

TO: Equine Science Certificate. This program enhances equine knowledge and job opportunities for K-State students. The certificate requires completion of ASI 521, Horse Science, and 17 credit hours of select equine courses. For more information go to [www.asi.k-state.edu/equine](http://www.asi.k-state.edu/equine).

RATIONALE: This change was made to ensure every student completing the certificate will have completed the capstone course to the program. This change will also allow the department to better assess the students within the program.

IMPACT: No impact on other departments.  
EFFECTIVE DATE: Fall 2007

### ***Biological and Agricultural Engineering***

Change:  
Changes to the Agricultural Technology Management curriculum (see supplemental white sheets)

RATIONALE: To update curriculum to reflect ATM course name and number changes and more specifically define major course requirements.

IMPACT: No impact on other departments

EFFECTIVE DATE: Fall 2007

2. Approve the following course and curriculum changes approved by the College of Engineering on March 9, 2007:

**COURSE CHANGES:**

***Biological & Agricultural Engineering***

Add:

BAE 101 Introduction to Biological and Agricultural Engineering and Technology

BAE 131 Introductory Design for Biological and Agricultural Engineers

Drop:

BAE 200 Introduction to Biological and Agricultural Engineering and Technology

***Computing and Information Sciences***

Add:

CIS 530 Introduction to Artificial Intelligence

CIS 590 Special Topics in Computer Science

***Industrial and Manufacturing Systems Engineering***

Change:

IMSE 541 Statistical Quality Control

**CURRICULUM CHANGES:**

***Computing and Information Sciences***

Changes to the Bachelor of Science in Information Systems. Delete STAT 320 and add STAT 325.

***Industrial and Manufacturing Systems Engineering***

Changes to the Industrial Engineering Program:

- Drop Literature Elective Requirement (3 hours)
- Change Professional Electives from 6 to 9 hours. No change in total hours for the BSIE degree.
- Move STAT 510 and 511 from the Junior to Sophomore year. With this change, several other classes also changed semesters.

See white sheets for further detail

3. Approve the following course and curriculum changes approved by the College of Human Ecology on April 2, 2007:

**COURSE CHANGES**

***Department of Apparel, Textiles, and Interior Design***

Change:

ID 310 Construction Methods and Materials for Interior Design (change to prerequisites)

ID 345 ~~Space and Activity Planning~~ Interior Design Studio 4

ID 415 Computer-Aided Visual Communication in Interior Design (change to prerequisites)

ID 425 ~~Space and Activity Planning II~~ Interior Design Studio 5

ID 435 Building Systems for Interior Design (semester change and prerequisite change)

ID 445 ~~Interior Design Contract Documents Studio~~ Interior Design Studio 6

ID 499 Problems in Interior Design ~~and Housing~~

ID 545 ~~Senior Interior Design Studio I~~ Interior Design Studio 7

Add:  
ID 225 Interior Design Studio 1  
ID 245 Interior Design Studio 2  
ID 325 Interior Design Studio 3

Drop:  
DSFN 201 Environmental Design Studio I  
DSFN 202 Environmental Design Studio II  
DSFN 203 Environmental Design Studio III  
ID 315 Advanced Interior Design Graphics

### **CURRICULUM CHANGES**

#### ***Department of Apparel, Textiles, and Interior Design***

Page 217, Undergraduate Catalog

Changes to the Bachelor of Science in Interior Design:

- Professional Studies from 75 to 77 hours.
- Professional courses from 57 to 56 hours. Delete DSFN 201, DSFN 202, DSFN 203, ID 315. Add ID 225, ID 245, ID 325.
- Professional electives from 18 to 21 hours. (Professional Applications from 6 to 9 hours.)
- Studio Arts: Delete Art 205. Add Art 301.
- Unrestricted electives from 7-8 to 5-6 hours.

4. Approve the following course and curriculum changes approved by the College of Arts & Sciences on April 5, 2007:

#### **COURSE CHANGES:**

##### ***Dean of Arts & Sciences***

Add:

DAS 198 Modern Combatives  
DAS 590 Applied Nonviolence

##### ***Department of Art***

Change:

ART ~~240~~ 350 Drawing III

##### ***Department of Chemistry***

Change:

CHM 200 ~~Undergraduate Seminar in Chemistry~~ Frontiers in Chemistry

##### ***Department of Modern Languages***

Changes:

From: ~~GRMN 521 Introduction to German Literature & GRMN 522 Introduction to German Literature II~~

To: GRMN 521-522 Introductory Topics in German Literature and Culture – Periods. (3)

Topics courses constitute a sequence of introductory period studies covering the chronological range of German literature from about 1750 to the present. Within these historical periods, the specific course contents will vary by semester and instructor.

GRMN 521. Introductory Topics in German Literature and Culture of the 18<sup>th</sup> and 19<sup>th</sup> century.

GRMN 522. Introductory Topics in German Literature and Culture of the 20<sup>th</sup> and 21<sup>st</sup> century.

GRMN 523 German Composition (change to course description)

GRMN 526 Business German (change to course description)

GRMN 527 Advanced German Conversation (change to course description)

GRMN 530 ~~German Civilization~~ German Cultural Studies and History (change to course description)

### ***Department of Music***

Change:

MUSIC ~~232~~ 236 Clarinet & Saxophone Woodwind Techniques and Materials

MUSIC ~~233~~ 238 High Brass Techniques and Materials

MUSIC 235 Percussion Techniques and Materials (credit hour change)

MUSIC ~~428~~ 237 Advanced Double Reed and Flute Woodwind Techniques and Materials

MUSIC ~~429~~ 239 Advanced Brass Low Brass Techniques and Materials

Add:

MUSIC 112 University Chorus

### ***Department of Women's Studies***

Change:

WOMST 590 ~~Field Experience in~~ Women's Studies Practice and Theory

### **CURRICULUM CHANGES:**

#### ***Dean of Arts & Sciences***

Changes to the East Asian Studies Minor:

- Delete HIST 504, 507, 508, and 509 from the elective courses list.

- Add GEOG 331, 332, HIST 331, 332 and JAPAN 391 to the elective courses list.

- Add: The following topics courses may also be used as electives, depending on the specific topic and subject to the approval of the academic director of the East Asian Studies minor:

ARCH 715: Theory of Design

ART 695: Topics in Art History/Art of Japan

EDCEP 786: Topics in Education

ENGL 580: Selected World Literature

HIST 598: Topics in Non-Western History

POLSC 791: Topics in Political Science

Other courses may be used as electives, as authorized at the discretion of the director.

Rationale: This expanded list of elective courses brings the East Asian Studies minor up to date by including East Asian courses that have been created and approved since the original East Asian Studies curriculum was drawn up. It also makes it possible for us to count topics that sometimes address East Asian topics as electives whenever this is appropriate.

### ***Department of Art***

Page 101, undergraduate catalog

Changes to the Concentration Admission ~~Procedure~~ Review

- Delete: ~~2.75 GPA in foundation courses is required.~~

- Add to the foundation core the following: or, while proceeding with concentration admission requirements, enrollment in one second semester area of concentration course is allowed with permission of instructor.

Rationale: "Concentration Admission Review" was the originally approved title and should have been the reference to the pre-concentration requirement in the text as published. In the request for approval of the art department's Concentration Admission Review (CAR), the work procedure should have not been utilized because the process is a review or assessment of a student's progress and likelihood of success within an area of concentration. The word "review" directly addresses the intent of the requirement more effectively than "procedure" does. The display and review of student foundation art work is the only purpose of the CAR process and as such the reference to a 2.75 GPA is irrelevant.

See page 14 of white sheets for further detail.

### ***Department of Chemistry***

Pages 107-108, undergraduate catalog

Changes to the Chemistry and Chemical Science programs:

Three minor changes are proposed for both the Chemistry and Chemical Science programs. 1) Each program will now require that students enroll in CHM 200, a newly-instituted freshman seminar, designed to expose students to the variety of research being conducted within the Department. 2) We will change the entrance requirements (but *not the content*) of CHM 220 and rename it Honors Chemistry I. 3) We will change the name of CHM 250 to Honors Chemistry II. CHM 220 and CHM 250 are substantial additions to the University Honors Program in the College of Arts and Sciences.

See pages 15-16 of white sheets for details.

***Department of Music***

Changes to the Music Education curriculum to reflect the requirements from Secondary Education of the College of Education. (**See attachment 1**)

- b. Graduate Education: Approve the following course and curriculum changes approved by the Graduate Council on March 6 & April 3, 2007:

**COURSE CHANGES:**

Changes: (College of A&S February 1, 2007 white sheets, College of Agriculture, March 6, 2007 white sheets; College of Architecture, Planning, & Design, February 22, 2007 white sheets; College of Engineering, March 9, 2007 white sheets; College of Education, February 27, 2007 white sheets)

Changes:

GEOG 830	<u>Seminar in Rural Geography</u>
POLSC 612	The Judicial Process
POLSC 619	Comparative Agricultural Politics and Policy
POLSC 623	South Asian Politics
POLSC <u>625</u>	<u>East Asian Politics</u>
POLSC 629	Development Policy and Administration
POLSC 663	Political Thought: Since the Sixteenth Century
POLSC 671	Modern Political Thought
POLSC 672	Ideologies: Their Origins and Impact
POLSC <u>731</u>	<u>Comparative Civil-Military Relations</u>
POLSC 742	International Conflict
AGRON 610	Biotechnology
PLPTH 610	Biotechnology
ARCH <u>700</u>	<u>Topics in History of the Designed Environment</u>
ARCH <u>770</u>	<u>History of American Architecture and Allied Design I</u>
ARCH <u>771</u>	<u>History of American Architecture and Allied Design II</u>
ARCH <u>780</u>	<u>Development Analysis</u>
ARCH 704	<u>Topics in Environment and Behavior</u>
ARCH <u>711</u>	<u>Topics in Architectural Design Methods</u>
ARCH 716	<u>Topics in Environmental Systems in Architecture</u>
ARCH 735	Topics in Building Construction Systems in Architecture
ARCH 752	<u>Topics in Structural Systems in Architecture</u>
ARCH 820	Environment and Behavior
ARCH 805	Project Programming
ARCH 806	Architectural Design Studio VII
EDSP <u>745</u>	<u>The Consulting Process in Special Education</u>
EDCEP 819	Survey Research
CHE 682	Surface Phenomena
CE 760	Environmental Engineering Seminar

Add:

ENGL 765	Creative Writing Workshop: Creative Nonfiction
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KIN 608	Body Image, Eating Disorders & Obesity
POLSC 641	Global Security Threats
PSYCH 816	Psychology of Health
SOCIO 880	Social Movements
CHE 670	Sustainability Seminar
CIS 751	Computer and Information Security
IMSE 760	Stochastic Calculus Financial Engineering
CHE 656	Polymer Science and Engineering

Drop:  
ATM 651 Grain and Forage Handling Systems

### **CURRICULUM CHANGES:**

Add:

- Graduate Certificate in Food Safety and Defense (College of Agriculture)

- Change to the Master of Architecture admission requirement:

Students are normally admitted to Master of Architecture program as undergraduate students in the College of Architecture Planning and Design (CAPD); they then apply for admission to the graduate school in their fifth semester. Applicants to the graduate school for the M. ARCH degree must have completed ENG 200 for regular admission. Those who have not completed ENG 200 will be admitted provisionally and cannot take courses for graduate credit until they make up the deficiency. Information for prospective CAPD students is available in the Undergraduate Catalog and the college website.

RATIONALE: Although listed in the second semester of the second year, many students currently postpone taking ENG 200 until they have finished all other degree requirements. Graduate Students need to be proficient at writing.

- General Education – Approve ENGL 385 (American Ethnic Literature) for UGE status as approved by the UGE Council on March 15, 2007.

- Graduation additions – Approve the following graduation additions:

#### December 2006

Rachel Elizabeth Mullet - Bachelor of Science, College of Arts & Sciences  
 Scott William Miller – Bachelor of Science, College of Arts & Sciences  
 Justin Hawley – Bachelor of Science, College of Arts & Sciences  
 Catherine Sue Roy – Bachelor of Science, College of Arts & Sciences

- CAPP Final Exam Proposal, second reading and vote – **Attachment 2**
- Honor & Integrity System Constitution changes- first reading – **Attachment 3**

B. Faculty Affairs Committee – Betsy Cauble

- Grievance Procedures Summary of Recommendations – **Attachment 4**

C. Faculty Senate Committee on University Planning – Tom Herald

D. Faculty Senate Committee on Technology – Michael North

6. Announcements

- Presidential announcements
- Faculty Senate Leadership Council
- Kansas Board of Regents Meeting – **Attachment 5**

- D. Report from Student Senate
- 7. New Business
  - A. Resolution regarding Donna Davis
- 8. For the Good of the University
- 9. Adjournment of the 2006-2007 Faculty Senate
- 10. Call to order the 2007-2008 Faculty Senate
- 11. Election of Faculty Senate President Elect
  - A. Vitae for Fred Fairchild –**Attachment 6**
- 12. Election of Faculty Senate Secretary
  - B. Vitae for Jennifer Gehrt – **Attachment 7**



**ATTACHMENT 1**  
**ARTS & SCIENCES: MUSIC EDUCATION CHANGE**  
**FROM**

**TO:**

<p><del>136-139</del> credit hours required for graduation, depending on emphasis.</p> <p>Basic requirements</p> <p>ENGL 100 – Expository Writing I and ENGL 200 – Expository Writing II 3</p> <p><b>or</b></p> <p>ENGL 110 – English Honors Composition I and ENGL 125 – English Honors Composition II 3</p> <p>SPCH 106 – Public Speaking I 3</p> <p>Any Department of English literature course (except ENGL 355 or 545) or Department of Modern Languages literature course 3</p> <p>Any course offered in the Department of Philosophy (except PHILO 110 <del>or PHILO 220</del>) or <del>SPCH 320 or SPCH 330 or SPCH 434</del> or any two courses in a modern language 3-10</p> <p>Fine arts elective (fulfilled by courses in the major) 3</p> <p><del>PSYCH 110 General Psychology</del> 3</p> <p>Any course from the Department of History 3</p> <p><del>Any additional social science course that addresses cultures outside the Western tradition (excludes those dealing primarily with the Greek, Roman, Western European, or North American experiences)</del> 3</p> <p>Two courses from the natural sciences (one course must include a lab) 7</p> <p>MATH 100 College Algebra or higher level math course, or grade of C or better on Algebra CLEP test 3</p> <p>STAT <del>320</del> Elements of Statistics or higher level Statistics course 3</p> <p>FSSH 110 Introduction to Human Development 3</p> <p><del>Electives to complete a total of 46 hours (not more than 3 hours of music may be counted).</del></p> <p>The remaining hours are to be taken in the area of concentration. For specific music requirements, see the Music section of this catalog.</p>	<p>141-143 credit hours required for graduation, depending on emphasis.</p> <p>Basic requirements</p> <p>ENGL 100 – Expository Writing I (or ENGL 110) 3</p> <p>ENGL 200 – Expository Writing II (or ENGL 125) 3</p> <p>SPCH 106 – Public Speaking I 3</p> <p>Any Department of English literature course (except ENGL 355 or 545) or Department of Modern Languages literature course 3</p> <p>Any course offered in the Department of Philosophy (except PHILO 110 or PHILO 320) or <u>SPCH 300 or higher</u> or any two courses in a modern language 3-10</p> <p>Fine arts elective (fulfilled by courses in the major) 3</p> <p>Any course from the Department of History 3</p> <p><u>International overlay recommended: ANTH 204; additional courses are available in ANTH, ECON, GEOG, HIST, POLSC, and SOCIO. See your advisor for approved courses.</u> 3</p> <p>Two courses from the natural sciences (one course must include a lab) 7</p> <p>MATH 100 College Algebra or higher level math course, or grade of C or better on Algebra CLEP test 3</p> <p>STAT 325 Elements of Statistics or higher level Statistics course 3</p> <p>FSSH 110 Introduction to Human Development 3</p> <p>Students must complete at least 18 hours of approved UGE courses (marked by ♦ in the catalog), one third (6 hours) of which must be at the 300-level or above. Courses may overlap with the Basic Requirements for the College of Arts and Sciences, as listed above. The 18 hours may not include music courses, or courses taken in the area of concentration. For specific music requirements, see the Music section of this catalog.</p>
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**RATIONALE:** The revised curriculum reflects the requirements from Secondary Education of the College of Education.

## ATTACHMENT 2

Proposal to Modify the Semester Final Examination Schedule and University Handbook Section F71

Approved by CAPP on December 13, 2006

Approved by Academic Affairs on March 6, 2007 with a minor modification and change to effective date

Change: Time period for Group Exams and Evening Course Exams  
Change from: 7:00 p.m. – 8:50 p.m. on MTWU  
Change to: 6:20 p.m. – 8:10 p.m. on MTWU

Add: Time period for courses that begin before 5:00 p.m. and meet only once a week  
Add: 8:30 p.m. – 10:20 p.m. on MTWUF  
(Courses meeting on Monday will be examined on Monday evening, courses meeting on Tuesday will be examined on Tuesday evening, etc.)

Rationale: Proposed changes will allow final examinations for *courses that begin before 5:00 p.m. and meet only once a week* to be scheduled during final examination week. Currently final examinations for these courses are scheduled on the last class meeting day prior to final examination week. Faculty have expressed concern that the current schedule eliminates a week of instructional time and contradicts the University Handbook (Section F70).

Effective Date: Fall 2008

### **Proposal to Modify the University Handbook, “Examinations – F71”**

Modify: University Handbook, “Examinations – F71.” Add the phrase indicated.

**F71** Faculty members may not give the last examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) **or who have conflicting examination times** may petition the instructor(s) of the highest numbered course(s) and schedule an alternate time for taking the final examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the academic dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the university provost.

Rationale: The proposed changes in the Final Examination Schedule may cause exam schedule conflicts for day courses that meet once weekly. This change indicates how to resolve those conflicts.

Effective Date: Fall 2008

**ATTACHMENT 3**  
**Honor & Integrity System Constitution**

March 5, 2007

I am submitting, for approval by Faculty and Student Senate the following changes to the Constitution of the Kansas State University Honor System.

1. During the past year efforts have been made to address the confusion between the Honor System and the University Honors Program. In order to alleviate some of the confusion I am recommending that the name of the Honor System be changed to the Honor & Integrity System. The proposed name change has been inserted into the constitution found below and upon approval will be changed in the Investigation and Adjudication Procedures posted on the Honor System Website.
2. As a result of the recent revisions to the Investigation and Adjudication Procedures, two articles were left out of the new procedures formerly known as the Bylaws. These changes were not related to the investigation process and were not included in the new document. However, due to the significance of the articles they need to remain as a part of the constitution. Therefore I submit for your approval Articles X and XI listed below. Please note that these were previously approved by both Faculty and Student Senate as a part of the By-Laws.
3. As per the request of Faculty Senate, I have established Article XII governing the review process for the Constitution and Investigation and Adjudication process.

Each of these changes has been approved by the Honor Council by at least a  $\frac{3}{4}$  majority vote.

Thank you,

David S. Allen  
Director, KSU Honor System

**Approved by The Kansas State University Honor Council February 22, 1999**  
**Ratified by Student Senate, April 1, 1999**  
**Ratified by Faculty Senate, April 13, 1999**  
**Amended May, 2003**  
**Amended February, 2004**  
**Proposed Amendment March 2007**

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**Kansas State University Honor & Integrity System**  
**Constitution**  
**Amended May, 2003**  
**Amended February, 2004**

We, the undergraduate and graduate students and faculty of Kansas State University, in order to conduct our academic endeavors under high standards of individual responsibility, thereby promoting personal honor and integrity, set forth this constitution of the Honor & Integrity System.

## ARTICLE I. ROLE/PURPOSE

1. The Honor & Integrity System is intended to contribute to an environment at Kansas State University that fosters academic honesty and integrity.
2. All members of the academic community, both students and faculty, are urged to report violations of the honor pledge.
3. The honor pledge statement: On all assignments, examinations, or other course work undertaken by students, the following pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."
4. The K-State Honor & Integrity System specifies how alleged violations of the honor pledge are adjudicated by the Honor Council.
5. The Honor Council employs the Faculty Senate definitions for academic dishonesty in interpreting and applying this Honor & Integrity System.
6. Grading disputes and non-academic, behavior-related issues are handled elsewhere by existing K-State systems.
7. Breaches of faculty honesty and integrity are covered by existing university policies that are published in the Faculty Handbook.

## ARTICLE II. SELECTION OF HONOR COUNCIL MEMBERS

1. The Honor Council includes faculty and undergraduate students from each of the following colleges: Agriculture, Architecture Planning and Design, Arts and Sciences, Business Administration, Education, Engineering, Human Ecology, Technology and Aviation. Each college is represented by two student and two faculty members, with the exception of the College of Arts and Sciences, which is represented by three students and three faculty members, and the College of Technology and Aviation, which is represented by four students and four faculty members. In addition, the dean of student life will appoint three staff members and the associate Provost for diversity will appoint three students at large to serve on the Honor Council. Ten graduate students will be appointed at large by the graduate student council president upon the recommendation of the Graduate Student Council.
2. Undergraduate student members:
  - A. Undergraduate students are nominated to the Honor Council by the student body president.
  - B. Student nominees must have completed two semesters at Kansas State University, be in good academic standing and be enrolled in a minimum of 6 credit hours.
  - C. Diversity may be a consideration in appointing members.
  - D. The student body president nominates student members from each of the previously mentioned colleges.
  - E. All nominations are subject to approval by Student Senate.
  - F. The student body president forwards the names of nominees to the Provost, who ensures eligibility.
3. Graduate student members:
  - A. Graduate student nominees must be currently enrolled and in good academic standing.
  - B. Diversity may be a consideration in appointing members.

- C. Graduate student nominees are forwarded to the Provost who ensures eligibility
- 4. Faculty Members:
  - A. Faculty apply for membership to their respective dean.
  - B. Deans' nominations are forwarded to the Provost and the president of the Faculty Senate who jointly approve members from each college.
  - C. Diversity may be a consideration in appointing members.
  - D. All appointments are subject to approval by Faculty Senate.

ARTICLE III. DUTIES OF HONOR COUNCIL MEMBERS

- 1. Attend scheduled meetings of the Honor Council.
- 2. Communicate and promote the Honor & Integrity System to the Kansas State University community.
- 3. Advise students and faculty who report violations of the honor pledge.
- 4. Serve as neutral investigators of alleged honor pledge violations.
- 5. Serve as panel members during hearings of alleged honor pledge violations.
- 6. If elected, serve as Chair or vice-Chair of the Honor Council.

ARTICLE IV. HONOR COUNCIL TERM OF OFFICE

- 1. Members' terms are two years, except for initial appointments, which are divided equally between one-year and two-year terms.
- 2. Members' terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment.
- 3. No member of the Honor Council may serve two consecutive full terms.
- 4. Members participate in a training process developed by the Director of the Honor & Integrity System.
- 5. If members resign or are removed from office, replacement appointments are made by the respective entity for the remaining portions of their terms.

ARTICLE V. REMOVAL FROM HONOR COUNCIL

~~Members are subject to removal from office pursuant to the procedures and grounds for removal in the bylaws.~~

The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership. Positions on the Honor Council that are unfilled at the time of a vote are not considered part of the membership.

The Honor Council may recommend that the provost remove the Director or Associate Director on the grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership.

ARTICLE VI. OFFICERS OF THE HONOR COUNCIL

- 1. Chair
  - A. The Chair is chosen annually from the membership of the Honor Council by majority vote.
  - B. The Chair presides at meetings of the Honor Council and serves in a parliamentary role.
  - C. The Chair, with the assistance of the Honor Council, annually evaluates the performance of the Honor & Integrity System Director and forwards the evaluation and a recommendation to the Provost.
  - D. If the Honor & Integrity System Director has a conflict of interest in an alleged violation, the Honor Council Chair serves in the role of Honor & Integrity System Director for that case.
- 2. Vice Chair
  - A. The vice Chair is chosen annually from the membership of the Honor Council by majority vote.
  - B. The vice Chair performs the duties of the Chair when the Chair is unable to do so.
- 3. Director
  - A. The Director of the Honor & Integrity System is appointed by the Provost to oversee the Honor Council.
  - B. Director's responsibilities:
    - 1. Communicate and promote the Honor & Integrity System to the Kansas State University community.
    - 2. Receive alleged violations of the Honor & Integrity System.
    - 3. Determine whether alleged violations should proceed to a hearing panel.
    - 4. Select investigators, panels for hearings and appeals, and panel Chairs.
    - 5. Provide the equipment and technical assistance for recording hearings.
    - 6. Record findings of the hearing and appeal panels.

7. Maintain the records of all Honor Council proceedings.
8. Review Honor & Integrity System policies and report annually to the Provost, Faculty Senate and Student Senate.
9. Serve as an ex-officio member of the Honor Council.
10. Develop and conduct a training program for members of the Honor Council.

#### ARTICLE VII. EX-OFFICIO MEMBERS OF THE HONOR COUNCIL

1. The Provost and the dean of student life, or their representatives, may serve an advisory role at Honor Council meetings.
2. The Director of the Honor & Integrity System and staff members of the Honor Council have speaking rights during Honor Council meetings.

#### ARTICLE VIII. STUDENT RIGHTS

Students' rights are enumerated under Article XII of the K-State Student Governing Association constitution.

#### ARTICLE IX. CONSTITUTIONAL AMENDMENTS

1. Amendments to this constitution may be proposed by any member of the faculty, undergraduate or graduate student at Kansas State University.
2. All amendments must be approved by 3/4 vote of the Honor Council selected and qualified.
3. All amendments are subject to approval by Faculty Senate and Student Senate.

#### ARTICLE X. BYLAW REVISIONS

~~Bylaw revisions must be approved by a 2/3 vote of the total Honor Council selected and qualified.~~

#### ARTICLE X: ANNUAL REVIEW

The Director and Associate Director annually review the Honor & Integrity System Constitution and Investigation and Adjudication Procedures and when appropriate, present amendments to the Honor Council for consideration and approval. Amendments to the Honor & Integrity System Constitution must then be approved by Faculty Senate, Graduate Council, and Student Senate. Changes in the Investigation and Adjudication Procedures must be reviewed at five-year intervals by Student Senate and Faculty Senate as specified in Article XI of the Constitution.

The Honor & Integrity System Director and Associate Director prepare an annual report of the previous year's Honor & Integrity System activities at the beginning of fall semester and present it to the Provost, Faculty Senate, Student Senate, Graduate Student Council and Graduate Council.

The Honor Council Chair annually initiates and organizes the Honor Council evaluation of the job performance of the Director and Associate Director and forwards that evaluation and recommendation to the Provost at the conclusion of the spring semester.

#### ARTICLE XI: INVESTIGATION AND ADJUDICATION PROCEDURES

Upon adoption by the Faculty Senate and Student Senate, the Investigation and Adjudication Procedures shall be subject to periodic review by Faculty Senate, Graduate Council, Graduate Student Council, and Student Senate, at 5 year intervals beginning in 2005. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by, a 2/3 vote of the Honor Council, and the Provost. The Investigation and Adjudication Procedures must be posted at the Honor & Integrity System website (<http://www.ksu.edu/honor>) and updated regularly.

- Excludes the School of Veterinary Medicine

## ATTACHMENT 4

Faculty Affairs Committee of Faculty Senate  
University Handbook Appendix G: Grievance Policy and Procedures  
Summary Recommendations  
May 1, 2007

- University Handbook, Appendix G
  - Reorganized to reflect chronological order of the process. Begins with Administrative Appeals
  - Definitions included
  - Include Open Meetings Act Language
- General Grievance Board (GGB)
  - Eliminate GGB
  - Retain General Grievance Chair
    - Reviews and determines appropriateness of complaints for grievance hearings
    - Select Hearing Panels in similar manner to Appendix M
    - Clarify University's expectations for service on Appendix G hearing panels...much like Appendix M language
    - Security Issues
      - Security present at hearing as in Appendix M
      - Informs Campus Police that a grievance hearing is taking place
    - President of Faculty Senate or his/her Appointee from Faculty Senate Leadership Manages Witnesses
- Language Changes
  - General Grievance Board Policy becomes General Grievance Policy
  - General Grievance Board Chair becomes General Grievance Chair
  - Hearing Panel is consistently used for panel that hears grievance.
  - Hearing Panel Chair becomes Presiding Officer
  - Faculty Advocate becomes Representative (Note: This language is used for both faculty and unclassified staff grievances.)
  - All Time Designations are Work Day
- Grievant Representatives
  - Grievants may use whomever they wish for support and consultation during this process. However, they must designate one individual as the official representative who may speak during the Grievance Hearing. At a closed hearing, grievants may have one additional support individual (may be an attorney) who may not speak. At an open hearing, anyone may attend
- Administrative Appeals
  - A complainant may designate one individual to serve as a representative for the purposes of preparation of an appeal. This person may be someone other than the ombudsperson.
  - The representative may accompany the complainant to meetings with administration.
- Appointment of a Local Attorney
  - Advises General Grievance Chair
  - Assists with Just-in-Time Training for Hearing Panels and all other grievance participants
  - Advises Hearing Panel
    - Is present for hearing
  - Suggest that Attorney be Hired on Retainer

- “Just in Time” Training for Hearing Panel Members
  - University Attorneys determine information and procedure for the training. The committee suggests that an online program would be the most efficient.
  - Occurs immediately before grievance hearing is held
  - May include an University Attorney or staff member and past members and chair of previous hearing panels
  - All parties involved in grievance receive same training
  
- A Written Transcript of the Hearing
  - Administration with the Grievance Chair assures that a written transcript of the hearing be created
  - Suggest using a Court Reporter or Professional Transcriptionist
  
- Management and Staffing of Grievance Hearings
  - Work with administration to include the set of procedures for the management of grievance hearings on the web page
  - Some suggested changes in University Handbook also reflect these changes
  - Administration and Faculty Affairs work together to assure web page time lines and directions for Administrative Appeals and Grievance Hearings are in compliance with University Handbook Appendix G.



**ATTACHMENT 5**  
**April Board of Regents Report**

The Council of Faculty Senate Presidents met on April 18<sup>th</sup> and continued to work on draft language to present to the Board of Regents concerning a board policy statement about the evaluation of teaching. The Board of Regents met on April 18<sup>th</sup> to consider issues generally related to community colleges and technical colleges in Kansas. On Thursday the Board approved a Bachelor of Integrated Studies at Pittsburg State University and the academic calendar for Emporia State. It also approved several matters related to the Regents' retirement program and approved an agreement between the University of Kansas and KAPE as representative of graduate teaching assistants at KU. Campus reports were given by the President of Wichita State University and the President of Pittsburgh State University. The most recent group of national scholarship winners from K-State and KU were introduced to the Board.

## **ATTACHMENT 6**

Fred J. Fairchild, P.E.  
Professor  
Department of Grain Science and Industry  
Kansas State University  
**Faculty Senate President-Elect Candidate, 2007-2008**

Professor Fairchild was graduated from Arkansas City (Kansas) High School (1958), and Arkansas City Junior College (1960). He earned a B.S. in Architectural Engineering (1963), and a M. S. in Milling Technology (1964), both from Kansas State University.

A licensed Professional Engineer, Professor Fairchild spent 30 years in the grain and food processing industries in engineering, production and administrative positions. Prior to coming to Kansas State, he was Vice President of Engineering for Todd & Sargent, Ames, Iowa, a major builder of grain processing facilities.

He joined the Department of Grain Science and Industry in 1994 as an Associate Professor and was promoted to full Professor with tenure in 2000. He teaches 4 different classes, advises students, and is the Teaching Coordinator for the department's 3 undergraduate degree programs. Additionally, he is the project manager for the construction of a new \$65 million 5-building complex for the Grain Science Department.

A university Faculty Senator for 6 years, he is currently in his second term as Chair of the Academic Affairs Committee. He serves on numerous university, college, department, and outside committees and organizations. A listing of these is at the end of this document.

Active in the American Feed Industry Association, he represents Kansas State University. He is a respected speaker, author and consultant to the grain processing industry and has traveled extensively both domestically and internationally. He has authored numerous book chapters in grain processing and related subjects, and has regular columns in trade journals.

Fairchild was elected a NACTA Teacher Fellow in 1999. He is past president of ETA Chapter of Gamma Sigma Delta, the Honor Society of Agriculture, and currently President of the KSU chapter of Phi Kappa Phi National Honor Society.

## CURRENT COMMITTEES/OGANIZATIONS/ASSIGNMENTS

### University:

Faculty Senator (FS)  
FS Academic Affairs Committee, Chair 2004-2005 and 2006-2007  
Committee on Academic Policies and Procedures (CAPP)  
Provost's Department of Continuing Education (DCE) Advisory Committee  
Entrepreneurial Curriculum Task Force  
Undergraduate Electronic Catalog Committee  
2006 Target of Excellence Proposals Review Committee  
Phi Kappa Phi National Honorary, KSU Chapter, President 2006-2007

### College of Agriculture:

Course and Curriculum Committee  
Teaching Coordinators  
Gamma Sigma Delta Executive Committee, Secretary 2001-2003, President 2003-2004  
Gamma Sigma Delta, Department Representative  
Placement Contact, Feed Science  
Faculty Senators Caucus  
College Committee on Planning (CCOP)

### Department:

Undergraduate Teaching Coordinator  
Undergraduate Curriculum Committee, Chair  
Undergraduate Recruiting Committee, Chair  
Student Advisor, Feed Science and Management  
Summer Internship Coordinator  
Scholarship Committee  
New Complex Project Manager  
DCE testing mentor

### Industry:

KSU Feed Science Advisory Board, Secretary  
KSU Representative, American Feed Industry Association (AFIA)  
AFIA Manufacturing Committee  
AFIA Feed Manufacturing Hall of Fame Committee

### Other:

North American Teachers and Colleges of Agriculture (NACTA)  
Teaching Awards Committee  
USDA Small Business Innovation Research Program, Proposal Reviewer

## **ATTACHMENT 7**

### **Jennifer Gehrt Faculty Senate Secretary Candidate, 2007-2008**

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#### **Professional Experience**

Director, LASER Project (Financial & Student Information System Implementation), Office of Vice President for Administration & Finance, June 2004--present  
Associate Director, Division of Human Resources, KSU, July 1996—May 2004  
Interim Associate Director of Budget, KSU, June 2002—June 2003  
Assistant Director, HR Payroll and Operations, KSU, February 1993—June 1996  
Manager, Benefits Counseling & Communications, KSU, July 1991—February 1993  
Acting Assistant Director of Personnel Services, KSU, January 1989—June 1989  
Manager, Employee Benefits & Records, KSU, October 1986—June 1991  
Manager, Employee Benefits, KSU, April 1982—September 1986

#### **Professional Memberships and Activities**

Oracle Customer Advisory Board, Student System  
CUPA-HR, College and University Professional Association for Human Resources  
National Conference presentation, 2003; Benefits Track Coordinator, Midwest Regional Conference, 1994; Midwest Regional Conference presentation, 1993  
PeopleSoft Higher Education Users Group, Presentations at International Conference, 1999, 2001, 2002  
National Association of College and University Business Officers

#### **University Service**

Faculty Senate, General University Senator, 2000-2006; Secretary, Faculty Senate 2001-2006  
Salary Committee, 2006-present; subcommittee on Unclassified Salaries, 2006-present  
Compensation Task Force, Subcommittee on Salaries & Benefits, 2003-2006  
Changing Lives Campaign Committee member, 2006  
Council of Data Resource Stewards, 2003-present  
Chair, Classified Performance Review Work Group, 2003-2004  
Project Manager, Research & Extension Planning, Information, & Documentation System, 2002-2004  
LASER Project, Financials & Accounting Functional Team, 2003-2004  
Search Process Working Group, Sept. 2001-2004  
NCAA Certification Program, Equity, Welfare, and Sportsmanship Subcommittee, Sept 2001--2002  
Document Imaging System Project Team, 2001-2002  
Service Request System Team, 2001  
Faculty Salaries and Fringe Benefits Committee, 1998-2001  
Regents Advisory Committee on Retirement and Benefits, 1990-2004  
Unclassified Non-Faculty Women's Equity Issues Subcommittee, 2000-2001  
Task Force on the Constitution and By-Laws of Faculty Senate, 2001-2002  
Education and Policy Promotion Subcommittee of IRMC, 1997-2001  
Team Leader for HRIS/PeopleSoft Implementation and Upgrades, 1994-present  
Provost's University Infrastructure-Salaries Taskforce Team, 1993-1994  
KSU United Way Coordinating Committee, 1992-1994

#### **Education**

BS, Business Administration, Major: Accounting, Kansas State University, 1984  
Certified Employee Benefits Specialist, Wharton School, University of Pennsylvania, 1999