

**MINUTES**  
**KSU Faculty Senate Meeting**  
**Tuesday, October 10, 2006 3:30 pm**  
**K-State Union, Big 12 Room**

**Present:** Adams, Al-Khatib, Alloway, Arck, Askey, Atkinson, Beard, Behnke, Boldt, Bontrager, Bowser, Carroll, Cauble, Chengappa, Clegg, Collins, Condia, Couvelha, Crenshaw, DeLuccie, Devore, Dodd, Fairchild, Fox, Gormely, Guzek, Haub, Hendrix, Herald, Hoag, Holcombe, Hosni, Howard, Hsu, Hughey, Kearns, King, Knopp, Lee, Lehew, Lynch, Maddy, Maes, McCulloh, Michie, Montelone, Nafziger, Nagaraja, Nichols, North, Pacey, Potts, Ransom, Sachs, Schultz, Smith, Spikes, Staggenborg, Stewart, Trussell, Turnley, Turtle, Wang, Warner, and Yahnke

**Absent:** Aistrup, Bhadriraju, Breen, Dhuyvetter, Fritz, Greene, Hedrick, Leitnaker, Martin, Oberst, Renberg, Rys, Shubert, Shultis, Spooner, Stokes, and Ward

**Proxies:** Barden, Clark, Donnelly, Eiselein, Finkeldei, Genereux, Harbstreit, Hohenbary, Knapp, Maatta, McFarland, and Ramaswamy

**Visitors:** Al Cochran

1. President Roger Adams called the meeting to order at 3:32 p.m. President Adams introduced Jarrod Bowser as the new Faculty Senate Parliamentarian.
2. The minutes of the September 12, 2006 meeting were approved as submitted.
3. Ombudsperson report – Judy Anderson & Warren White – **Attachment 1**  
White has finished his three-year term. The time has been filled with many accomplishments and a few frustrations. One of the frustrations is that frequently information about the resolution of the dispute does not come back to the ombudspersons; as a result the appendix has a column for Resolution—Unknown. Anderson reviewed the statistics that are included in the attachment.
4. Reports from Standing Committees
  - A. Academic Affairs Committee – Fred Fairchild
    1. Course and Curriculum Changes
      - a. Undergraduate Education - Senator Fairchild moved to approve the following course changes approved by the College of Arts & Sciences on April 6, 2006:  
  
DROP:  
STAT 320 Elements of Statistics  
STAT 330 Elementary Statistics for the Social Sciences  
  
Motion carried.
      - b. Graduate Education – Senator Fairchild moved to approve the following course changes approved by the Graduate Council on September 5, 2006 with a course number correction changing HN 500 to HN 510:  
  
CHANGES: (Veterinary Medicine June '06 white sheets and Human Ecology May '06 white sheets)  
CS 727 Ophthalmology  
CS 739 Dermatology/Medicine  
CS 753 Small Animal General Medicine  
CS 890 Clinical Science Problems  
HN 735 Advanced Energy Balance  
HN 510 ~~640~~ Life Span Nutrition  
  
NEW: (Veterinary Medicine June '06 white sheets)  
CS 760 Topics in Global Veterinary Medicine  
CS 874 Clinical Pharmacokinetics

CS 875 Advanced Pharmacokinetics  
DMP 815 Multidisciplinary Thought and Presentation  
DMP 840 Public Health Field Experiences

Motion carried.

- c. General Education –Senator Fairchild moved to approve the following changes as approved by the UGE Council on August 22, 2006:

ADD:

MC 112 Web Communication in Society

CHANGES:

AERO 310 Officer Leadership Studies 3A

AERO 311 Officer Leadership Studies 3B

CHM 210 Chemistry I

CHM 220 Chemical Principles

CHM 230 Chemistry II

CHM 250 Chemical Principles II

CHM 315 Environmental Science: A Chemistry Perspective

MSCI 202 Individual/Team Military Tactics

BIOL 330 Public Health Biology

Motion carried

2. Graduation lists and additions - Senator Fairchild moved to approve the May 2006 Graduation List as submitted by the Registrar's Office and additions to that list:

May 2006

Aubrey James Freeman – Bachelor of Science, College of Arts & Sciences

Justin Matthew Wrigley – Bachelor of Science, College of Arts & Sciences

Megan Dawn Dickinson – Bachelor of Music, College of Arts & Sciences

Lindsay J. Moss – Bachelor of Science, College of Arts & Sciences

David William Folsom – Bachelor of Science in Business Administration, College of Business Administration

Andrew C. Swartz – Bachelor of Science in Business Administration, College of Business Administration

Jessica Ann Noll – Bachelor of Science in Elementary Education, College of Education

Courtney Elizabeth Miller Saale – Bachelor of Science in Elementary Education, College of Education

Motion carried.

Items of information relevant to Academic Affairs:

- The Chair of Academic Affairs is responsible for the election of the Chair of the General Education Council. Fairchild met with them and held the election. Peter Mudrack is the Chair for 2006-2007. A better routine of communication with the General Education Council has also been established.
- Academic Affairs is working with Steven Kiefer on the new Honors Program. Some very good strides have been made towards getting the complexities of the program resolved.
- Greg Eiselein has been appointed to replace Don Hedrick. Hedrick has assumed some new responsibilities and will no longer be on Academic Affairs.

B. Faculty Affairs Committee – Betsy Cauble

The Faculty Affairs Committee is continuing to address these issues:

- New Professorial Award language addressing issues such as delays in the 6 year time period.
- Retirement funds — The announcement in the changes of approved providers that came without any notification to the faculty that changes were pending.
- Reviewing procedures for university contracts.

- C. Faculty Senate Committee on University Planning – Tom Herald
- Keith Behnke hosted the last FSCOUP meeting at the new grain processing facility.
  - FSCOUP discussed the City-University committee & potential projects that would be good to suggest for the funds available in the coming year. Please forward any ideas to Tom Herald.
  - The Chair of the Advisory Committee on Campus Development and Planning, Kelli Cox, will be at their next meeting, and Manhattan’s Mayor, Bruce Snead, will be at the November meeting
- D. Faculty Senate Committee on Technology – Michael North
- FSCOT reports that David Rintoul (Biology) and Timothy Bower (Salina) are the new Faculty Senate representatives on the Information Resource Management Council.
  - The Information Resource Management Council (IRMC) approved the revisions to Section .050 of PPM 3430 “Security for Information, Computing and Network Resources.” All the concerns brought forth by Faculty Senate via FSCOT have been addressed satisfactorily and the policy is moving forward.
  - Lynn Carlin, Mike Haddock, and Michael North met to review and revise the “Information Technology Policy Approval Process” document. Additions were made to the process that clarifies the responsibilities at each step of the policy approval process. The VPAST has the recommendations for review.
  - Michael North is a member of the Course Accessibility Standards Committee (CASC). This is a Provost committee whose charge is to “*draft a policy and related procedures that will ensure that all technologically mediated coursework developed by K-State faculty and staff is accessible to students with disabilities.*” The initial draft of the “Course Accessibility Standards” has been submitted to the Provost for review. North will keep the Faculty Senate informed as to the progress of this important K-State policy.
  - Michael North is the Faculty Senate and FSCOT representative on the Associate Vice Provost for Academic Services and Information Technology search committee. The committee is currently reviewing the applications from 12 prospective candidates. The Faculty Senate Leadership Council is also negotiating for meetings with potential candidates in order to adequately ask pertinent questions, and a review meeting with Ruth Dyer to discuss the aftermath results of each candidate’s visit. The search committee has modified the position description requirements to emphasize effective collaborating and communicating experience within an academic environment and the ability to work collaboratively and build coalitions with diverse groups and teams in order to implement technology solutions. It is hoped that the search will be completed by the end of this semester. Michael will keep the faculty senate abreast of developments as they occur.
  - A new “tentative” timeline for the LASER project has been provided to FSCOT. Various academic, admissions, financial, and student systems are all scheduled to “go-live” on the new system prior to September 2008, with the “turn off” of the “mainframe” sometime between Jan and June 09. Jennifer Gehrt will be meeting with FSCOT to go into the new schedule in detail and then this will be shared with the faculty senate.
  - The Motion Picture Association of America (MPAA), through their legal representatives in Topeka, has contacted the Kansas Governor’s office and the Kansas Board of Regents (KBOR) requesting information on the enforcement of the Digital Millennium Copyright Act (DMCA); a law designed to prohibit the illegal downloading and illegal file sharing on Kansas campuses. The KBOR Chief Information Officer (CIO) has responded and assured the MPAA that “we” enforced the DMCA and gave a website url that shows their compliance to DMCA. The CIO then encouraged the MPAA to contact the campuses directly for more detailed answers to concerns about DMCA enforcement. Elizabeth Unger states that we do a good job here [with DMCA compliance] and is prepared if we are contacted.
  - Trend Micro deadline is approaching. K-Staters, running Intel based PC’s (not Macs) who have not yet switched their office and home computers to Trend Micro should go to the [antivirus.k-state.edu](http://antivirus.k-state.edu) website and download the appropriate version of Trend Micro. The software can be installed on all office and home computers. For assistance, contact the IT Help Desk, [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu), 785-532-7722. After Oct.30, any Windows-based computers running Symantec AntiVirus will be blocked from the campus network.
  - Email problems have been reported. Apparently, some emails being sent to legitimate KSU accounts (both from inside our network and from the outside) are being bounced with the message that the email address is not correct. However, the email addresses are correct and the IT people in charge of the email servers are aware of the problem but need more data to nail down the exact cause of the problem. If anyone should happen to receive an email “bounced” message, please forward it to me so I can get it to our IT personnel who are working on the problem.

- Security policies - many more are coming. Resulting from comments from the last State of Kansas Security Audit (two years ago) that stated K-State did not have enough security policies in place, Harvard Townsend is working on a list of potential security related policies that will be working their way through our policy approval process over the next year. FSCOT will bring them before the faculty senate as they appear.

## 5. Announcements

### A. Presidential announcements

- City/University Projects Funds Committee—President Adams’ term is ending. If anyone would like to serve on the committee, please download the application form from the city website. The committee meets once a year and is very interesting to serve on.

### B. Faculty Senate Leadership Council (FSLC)

- FSLC is meeting with the Student Senate Leadership this Thursday and Classified Senate Leadership in the near future. Work with both of these groups and the City/University Projects Funds Committee has resulted in the new crosswalk lights on North Manhattan Avenue.

### C. Kansas Board of Regents – **Attachment 2**

- President Adams will attend the next KBOR meeting on October 18 & 19.

### D. Report from Student Senate – Gavin Couvelha

- Student Senate passed Honor Council policy approved by Faculty Senate last spring.
- Student Senate proactively recommended that a smoking ban be adopted by city of Manhattan.
- Student Senate is looking at a proposal for a text messages notification system for campus-wide use.
- Student Senate is also looking into a “you are here” type of map system to be established around campus. Limestone signs with Plexiglass are desired.

## 6. New Business—None

## 7. For the Good of the University— None

## 8. The October 10, 2006 meeting of the Faculty Senate was adjourned at 4:05 p.m.

Respectfully submitted,

Alice Trussell  
Faculty Senate Secretary

# **Attachment 1**

## **Brief Report to KSU Faculty Senate**

**Ombudsperson Activities  
June 1, 2005 – May 31, 2006**

**Submitted by:**

**Warren White  
Judy Anderson  
Wayne Goins**

**The confidential nature of the ombudsperson relationship requires that the identity of the client be protected. There is no specific information about any individual or their status. All conversations, actions, and outcomes are privileged information and appear as aggregate data.**

This report represents the ombudspersons' activities from June 1, 2005 to May 31, 2006. We have chosen to combine the activities of the three ombudspersons in order to provide a complete picture of activity and protect the confidentiality of all parties.

Summary:

We saw 24 cases involving 141.75 hours:

Ombudsperson	# Cases	%	Hours	%
WW	15	63%	73.25	51.7
JA	8	33%	62.00	43.7
WG	1	4%	6.50	4.6
<b>Total</b>	<b>24</b>	<b>100.0</b>	<b>141.75</b>	<b>100.0</b>

Of the 24 cases:

Men	11 (46%)	Graduate Students	0 (0%)
Women	13 (54%)	Unclassified Professionals	12 (50%)
Minorities	3 (13%)	Faculty (Tenured/Tenure Track)	12 (50%)
Groups	1	Total	24 (100%)

Nature of complaints (31 complaints in 11 categories):

Workplace Climate	7 (22.6%)	Performance Evaluations	7 (22.6%)
Promotion and Tenure	1 (3.2%)	Work Load	0 (0.0%)
Compensation	6 (19.3%)	Appointment	2 (6.5%)
Contract	3 (9.7%)	Sexual Harassment	0 (0.0%)
Discrimination	1 (3.2%)	Inquiry	3 (9.7%)
Termination	1 (3.2%)		

There were no cases referred to mediation or to Rusty Andrews, Human Systems Consultant. All cases came from the Manhattan campus including six colleges and several administrative units.

General Observations:

- Resolutions can be extremely time consuming and elusive.
- We are not aware of any additional individuals offering to serve as faculty advocates for grievances.
- Of the seven cases that were resolved, two individuals left the university; either their contracts were not renewed or the individuals left because they were unhappy with their situation.
- Creating balanced caseloads for ombudspersons continues to be problematic. In August 2005 we agreed, on a trial basis, to refer new cases to another ombudsperson when we are overcommitted. While this may have relieved the uneven caseloads somewhat, the senior ombudsperson continues to receive the bulk of the cases.

**Table 1. Caseload Activity by Issue, Time, and Resolution**

Case	Issue	Time	Resolution			
			Grievance	Pending	Resolved	Unknown
1	Workplace Climate/Evaluation/Appointment	33.00		X		
2	Workplace Climate/Evaluation	5.25		X		
3	Workplace Climate/Evaluation	4.50		X		
4	Workplace Climate/Evaluation	2.50		X		
5	Workplace Climate/Evaluation	2.50				X
6	Workplace Climate	4.50			X	
7	Workplace Climate	2.00		X		
8	Performance Evaluation/Appointment	3.50			X	
9	Performance Evaluation	6.50				X
10	Compensation	6.50				X
11	Compensation	3.50			X	
12	Compensation	3.50				X
13	Compensation	2.25			X	
14	Compensation	2.00				X
15	Compensation	1.25				X
16	Contract	41.75			X	
17	Contract	4.50			X	
18	Contract	.75				X
19	Inquiry	.25				X
20	Inquiry	.25				X
21	Inquiry	.25				X
22	Discrimination	5.50			X	
23	Termination	3.75		X		
24	Promotion and Tenure	1.50				X
25						
26						
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44						
45						
<b>Total</b>		141.75	0%	25%	29%	46%

## **Attachment 2**

### **Kansas Board of Regents Report**

Electronic transcript transfers continue to be discussed by SCOCAO and COCAO. One company's system (Docufide) is being examined for the Regents' universities. Qualified admissions are also being discussed among these groups. The Council of Faculty Senate Presidents (COFSP) received requests from Washburn and Hutchinson Community College for membership in the group. The KBOR determines the membership of the standing committees and therefore the requests were denied, though anyone is permitted to attend our meetings. The COFSP expressed concern about faculty senate input on the pursuit of core competencies by the KBOR. Each FS president was charged with finding out what is being done on their respective campus, by whom, and what roles our faculty senates should play. Faculty recruitment and retention at our institutions continues to be a major concern. FHSU FS President Rich Lisichenko will develop a survey to be used at all the universities to determine several key issues surrounding recruitment and retention. COFSP will try to schedule a breakfast meeting with the KBOR before the end of the calendar year. Teaching evaluation tools and how they are used in the annual faculty performance appraisal process will be discussed at our October meeting. COFSP also agreed to look for ways for our senates to officially support the deferred maintenance issue.