# MINUTES
## KSU Faculty Senate Meeting
### Tuesday, April 10, 2007 3:30 pm
### K-State Union, Big 12 Room

**Present:** Adams, Al-Khatib, Alloway, Arck, Askey, Atkinson, Barden, Beard, Behnke, Bhadriraju, Boldt, Bontrager, Bowser, Breen, Carroll, Cauble, Clegg, Collins, Condia, DeLuccie, Devore, Dodd, Donnelly, Eiselein, Fairchild, Finkeldei, Fox, Fritz, Genereux, Gormely, Guzek, Hedrick, Hendrix, Herald, Hohenbary, Holcombe, Hosni, Howard, Hsu, Hughey, Kearns, King, Knapp, Knopp, Lynch, martin, McCulloh, McFarland, Michie, Nafziger, Nichols, North, Oberst, Pacey, Ramaswamy, Ransom, Renberg, Ross, Schultz, Smith, Spikes, Trussell, Turnley, Turtle, and Wang

**Absent:** Aistrup, Chengappa, Couvelha, Crenshaw, Dhuyvetter, Greene, Harbstreit, Haub, Lee, Maddy, Nagaraja, Rys, Shultis, Stokes, Ward, and Yahnke

**Proxies:** Clark, Hoag, Lehew, Leitnaker, Maatta, Maes, Montelone, Potts, Sachs, Shubert, Spooner, Staggenborg, Stewart, and Warner

**Guest Speaker:** Dr. Beth Unger

**Visitors:** Brad Cunningham and Emily Lehning

1. The meeting was called to order at 3:34 p.m. by President Adams.

2. The March 13, 2007 minutes were approved as submitted.

3. Reorganization of IT Units – Dr. Beth Unger
   Using the aid of a Power Point presentation, Dr. Unger addressed the issues surrounding the reorganization of Information Technology (IT) in the last two years. Middleware is a type of software that sits under applications that deals with 'across the board' functionality. The interactive web has come of age now, and we need to be able to use those tools for teaching and learning. When Dr. Unger took over 12 years ago, the unit went from a vertical organization to a horizontal configuration. Part of the reorganization is to move the Division of Continuing Education out from IT. Dr. Unger explained what different units will be moved around under the reorganization. Units are being reconfigured to better match the actual configuration of computing and telecommunications software as the programs interact. James Lyall has recently accepted the position of Associate Vice Provost, and he will be starting full time on May 1, 2007. He will be directly managing four of the units. A number of IT committees exist that enhance planning and communication between IT and a variety of campus entities. InfoTech Tuesday is a publication that communicates between the IT units and faculty and staff on campus. Dr. Unger answered a few brief questions regarding some of the IT committees and thanked Faculty Senators for their time.

4. Reports from Standing Committees

   A. Academic Affairs Committee – Fred Fairchild

      1. Course and Curriculum Changes
         a. Undergraduate Education
            1. Fairchild moved to approve the following course changes approved by the College of Architecture on February 22, 2007:

               *Department of Architecture*
               Changes:
               ARCH 472 Computer Application in Architecture (change to course description and prerequisites)
               ARCH 505 Architectural Internship, Part A (change to credits, course description, and prerequisites)
               ARCH 506 Architectural Internship, Part B (change to course description and prerequisites)

Add:
ARCH 507 Architectural Internship, Part C

Motion carried.

2. Fairchild moved to approve the following course and curriculum changes approved by the College of Education on February 27, 2007:

***Department of Secondary Education***
**COURSE CHANGE**
Add:
EDSEC 528 Social Studies Colloquium

**CURRICULUM CHANGE**
Delete EDCI 786 and add EDSEC 528 to the core courses for Social Studies.

Motion carried.

2. Graduation additions – Fairchild moved to approve the following graduation additions:

<u>August 2006</u>
Jonathan Holmes Fateley – Bachelor of Science, College of Arts & Sciences

<u>December 2006</u>
Steven E. Reece – Bachelor of Science, College of Arts & Sciences
Kelly B. Simon – Bachelor of Arts, College of Arts & Sciences
Chris T. Duke – Bachelor of Science in Business Administration, College of Business Administration
Gustavo V. Lopez – Master of Science, Graduate School
David Louis Black – Master of Science, Graduate School
Shawn Alynda Fisher – Bachelor of Arts, College of Arts & Sciences
April Janann Kennon – Bachelor of Science, College of Arts & Sciences

Motion carried.

3. Fairchild moved to approve the following posthumous degree:

Award the Bachelor of Architecture degree posthumously to Timothy Michael Bennett for May 2007. Timothy died in a tragic drowning accident while a student in the College of Architecture Planning and Design. His classmates and professors would like to honor him with the award of the degree he was working to earn at the time of his death.

Motion carried.

4. CAPP Final Exam Proposal, first reading – **Attachment 1**
This proposal is to modify the semester examination time for classes that meet once a week before 5:00 p.m. Boldt commented that student input had been obtained. The majority of concerns dealt with the possibility of having this late final exam and then having an early exam the next morning. However, there were no major concerns by the students. Pacey asked if another time within the normal final meeting schedule was possible to avoid adding a late final exam period time. Fairchild responded that this issue has had considerable study and discussion in both CAPP and Academic Affairs. There are many classes that meet once a week prior to 5:00 p.m. These classes have been having the final exam during dead week and essentially had one fewer week of classes. University policy clearly states that finals are to be given during finals week, so these finals being given during dead week violate university policy. Michie expressed that she would like to see the exam during the 6:30 p.m. "group" time slot and resolve conflicts individually. Pacey suggested looking at Friday evening. Hosni was concerned about colleagues and students who have children at home and that child care issues could pose a problem. Pacey suggested integrating these finals into the normal exam schedule and resolving

conflicts on an individual basis.  Askey expressed support for the integration into the normal finals schedule.

Fairchild stated that he would take these comments back to CAPP.  He will also ask that a CAPP representative attend the next Faculty Senate meeting.  Fairchild expressed appreciation for the opinions and suggestions expressed.  President Adams suggested that if anyone had additional comments or questions they should email them to Fairchild.

B.  Faculty Affairs Committee – Betsy Cauble
Cauble stated that they are completing the revision of Appendix G.  They are also working on the Procedures section, appearing on the dispute resolution website, in an effort to make it more consistent with Appendix G of the University Handbook.

C.  Faculty Senate Committee on University Planning – Tom Herald
Herald said that Arthur DeGroat was a guest at the March meeting.  He was the previous head of Military Science, and the program grew tremendously under his leadership.  He is now the Director of Military Affairs, in association with the Office of Institutional Advancement.  He continues to enhance the efforts of Kansas State University to have soldiers, and those affiliated with the military, educated here.

D.  Faculty Senate Committee on Technology – Michael North
FSCOT met on April 4, 2007 for a single topic meeting—the Data Classification Security and Standards Policy.  The policy is designed to protect the data and files of the university.  One challenge is to make sure that the policy can be implemented on the technical level—can it really be accomplished technically.  The second part of a policy must look at the "people" side of the policy.  What are the implications for faculty and staff?  Is it "humanly" possible to accomplish?  What is the cultural side—do people understand how to do it?  Who is responsible to make sure that the policy is implemented; do the people know they are responsible; and are we giving them the tools to implement the policy?  The third part of a policy implementation is the mechanical aspects of implementing—how to do it and how to pay for it.  They are trying to address four primary mechanical implementation aspects up front:  training, equipment, manpower, and cost.  If the University implements a policy, who will provide the training and money to actually accomplish the policy?  What is the total cost of the policy?  North hopes to have Harv Townsend meet with the Faculty Senate Executive Committee at their next meeting to talk about these issues.  In addition, there have been efforts through InfoTech Tuesday to "push out" the proposed policy to get more people to look at it and respond through a survey that is hyperlinked.  North encourages everyone to fill out the survey or to email to him opinions pertaining to this new policy.

Carroll asked how soon the budget information will be determined.  North responded that it is not yet calculated, but he is pushing for that.  North also reported that IRMC may be voting on this policy in May, but Harv Townsend will be meeting with FSCOT before May.  After IRMC approves any policy, it then goes to FSCOT for input.  Spikes reiterated how important it is for faculty to be visibly participating in this process.

5.  Announcements

A.  Presidential announcements
- President Adams announced that he needs one faculty volunteer for the Union Governing Board as well as one faculty volunteer for the Intercollegiate Athletic Council (IAC).  The IAC needs a female faculty member, preferably teaching faculty.  The IAC is mandated by the NCAA and therefore has a strict membership policy.  Please email him (rcadams@ksu.edu) if you have an interest, or know someone who has an interest in serving on either of these committees.
- Faculty Senate elections are ending this week.  To date, all colleges but Agriculture have submitted their results.  Once all results are received, these will be announced.  Also, the President Elect and Secretary positions of Faculty Senate will be voted upon at the May 8 meeting.  If you have questions regarding the duties of these positions, Adams, Spikes, or Trussell would be happy to help answer these.

- The new faculty senators will be seated at the May 8th Faculty Senate meeting. Prior to that meeting, at 2:30 p.m. in the Big 12 room, an orientation for new senators will take place. All senators are welcome to attend. Then at 3:00 p.m. that same day all senators, whose terms are ending, will be recognized. Refreshments will be provided.
- President Adams encouraged senators to attend the Annual Faculty and Unclassified Retiree Reception on April 17th at 4:00 p.m. in the Alumni Center Ballroom.

B. Faculty Senate Leadership Council—no report

C. Kansas Board of Regents Meeting – **Attachment 2**
- President Adams has one small correction. The last sentence of the first paragraph should read "Presently, KU and <u>Kansas State University maintain</u> that their faculty own their course content." Cauble pointed out that in Distance Education, the content that has been developed by a faculty member can continue to be used after the faculty member leaves the university. President Adams acknowledged that this is a notable exception to the statement. It was also suggested that the faculty member put a copyright/ownership statement in the syllabus. However, recording by a disabled student for personal use should be considered.

D. Report from Student Senate
- Boldt updated the senate on the new system giving students online access to textbook information. Varney's has offered to provide secured information to K-State students. An "information blitz" is planned to communicate to faculty how important it is to notify Varney's of textbook choices in a timely manner. The campaign will be kicked off next fall. Boldt thanked the Senate for the opportunity to work with the faculty members during her term on Student Senate. President Adams thanked Senator Boldt for her leadership and that of the other student leaders, particularly noting that K-State's student leaders are outstanding and that it has been his pleasure and that of the other Faculty Senate leaders this year to work with them.

6. New Business -- none

7. Old Business -- none

8. For the Good of the University
- Ramaswamy announced that today the Library is celebrating the 100 year anniversary of KSU Libraries as a Government Documents Repository Library.
- Herald reminded senators to fill out the climate survey being taken. This is for all faculty at the University.

9. The meeting adjourned at 4:49 p.m.

Respectfully submitted,

Alice Trussell
Faculty Senate Secretary

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

Our colleagues at Pittsburg State University are still involved in a labor relations case to determine who owns course content.  At present, the KBOR staff claim that the Regents do and the labor relations board has ruled that PSU faculty do; the KBOR intends to appeal.  The outcome of this ruling will, no doubt, affect all Regents' universities faculty, and this ruling has significant impact on faculty, particularly as more lectures are captured for distance education.  Presently, KU and Kansas State University maintain that their faculty own their course content.

The COFSP will present KBOR staff with draft language for the KBOR policy manual requiring each university have effective, multiple evaluation tools for instruction.

The KBOR approved a 15-year lease agreement between the KSU Foundation and K-State Extension for an experimental field in Republic County.  The KBOR also accepted the Roberts BRI building to begin repayment of bonds.