

AGENDA
KSU Faculty Senate Meeting
Tuesday, November 13, 2007 3:45 pm
K-State Union, Big 12 Room

1. Call meeting to order
2. Approval of October 9, 2007 minutes
3. 2006-2007 Ombudsperson Report – **Attachment 1** (page 10)
4. 2006-2007 General Grievance Report – **Attachment 2** (page 13)
5. 2006-2007 Honor & Integrity System Report, David Allen – **Attachment 3** (page 14)
6. Reports from Standing Committees and Student Senate
 - A. Academic Affairs Committee – Doris Carroll
 1. Course and curriculum changes (Pages 2-9)
 2. Update on Academic Fresh Start and Forgiveness Policies
 - B. Faculty Affairs Committee – Betsy Cauble
 1. Update on Graduate Student Grievance Procedure Proposed Handbook Changes
 2. Appendix G University Handbook changes – **Attachment 4** (page 19)
 - C. Faculty Senate Committee on University Planning – Roger Adams
 - D. Faculty Senate Committee on Technology – Michael North
 - E. Report from Student Senate – Tim Weninger
7. Announcements
 - A. Presidential announcements
 - B. Faculty Senate Leadership Council
 - C. Kansas Board of Regents
8. Old Business
9. New Business
 - A. Fall 2008- Spring 2013 Academic Calendar - **Attachment 5** (page 31)
10. For the Good of the University
11. Adjournment

ACADEMIC AFFAIRS

1. Course and Curriculum Changes

A. Undergraduate Education

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

COURSE CHANGES

Dean of Arts & Sciences

Change:

DAS 178 Listening Skills ~~Oral Communication for Non-native Speakers of English~~

DAS 156 ~~182~~ Introduction to American Academic Research Writing for International Students

DAS 157 ~~183~~ Introduction to American Academic Presentations for International Students

DAS 158 ~~186~~ Orientation to American Culture and Education

Add:

DAS 030 English Language Program Orientation

Department of History

Add:

HIST 501 Japan's Samurai Age

School of Journalism and Mass Communications

Add:

MC 576 Mass Communications and Political Campaigns

Department of Political Science

Change:

POLSC 576 ~~508 The Mass Media~~ Mass Communications and Political Campaigns in alternate years (change in title and description)

Department of Psychology

Add:

PSYCH 565 Occupational Healthy Psychology

Department of Sociology, Anthropology and Social Work

Change:

SOCIO 507 ~~Comparative Political Sociology~~ International Development and Social Change SOCWK 330 Introduction to Social Work Research (Change to prerequisites)

SOCWK 510 Social Welfare ~~as a Social Institution~~

SOCWK 315 ~~515~~ Human Behavior in the Social Environment I

SOCWK 525 Human Behavior and the Social Environment II (Prerequisite change)

SOCWK 550 Field Practicum Preparation (Course description changes)

SOCWK 560 Social Work Practice I (Course description and prerequisite changes)

SOCWK 562 Field Experience (Prerequisite changes)

SOCWK 565 Social Policy Program and Policy Formulation and Analysis

SOCWK 570 Social Work with Groups (Course description change)

Add:

ANTH 360 Topics for Educators

SOCWK 200 Basic Skills for Working with People

SOCWK 312 Fundamentals of Communication for the Agriculture and Food Science Community SOCWK

320 Dynamics of Working with Older Adults

Drop:

SOCWK 010 Introduction to the Social Work Major

SOCWK 543 Women's Mental Health Issues

SOCWK 566 Social Work in Aging Services

SOCWK 580 Women's Perspective on Peace and War

CURRICULUM CHANGES

Division of Biology

(pg 105 of undergraduate catalog)

CHANGE:

Microbiology degree

Students in microbiology may obtain either the BA or BS degree. The requirements for a microbiology major, in addition to those requirements of the College of Arts and Sciences, include blocks A, B, and C as listed below.

Block A: Courses offered by other departments

MATH 220	Analytical Geometry and Calculus I	4
CHM 210	Chemistry I	4
CHM 230	Chemistry II	4
CHM 350	General Organic Chemistry	3
CHM 351	General Organic Chemistry Lab	2
BIOCH 521	General Biochemistry	3
PHYS 113	General Physics I	4
PHYS 114	General Physics II	4

Prerequisites for MATH 220 are MATH 100 and 150 or four semesters of high school algebra and one semester of trigonometry, plus appropriate math placement exam scores.

Upon consultation with a Division of Biology advisor, a student may substitute:

Biochemistry I and II for General Biochemistry; Organic Chemistry I and II for General Organic Chemistry; Organic Chemistry I Lab for General Organic Chemistry Lab; and Engineering Physics I and II for General Physics I and II.

Block B: Division of Biology courses

BIOL 198	Principles of Biology	4
BIOL 450	Modern Genetics	4
BIOL 455	General Microbiology	4
BIOL 670	Immunology	4
BIOL 675	Genetics of Microorganisms	3
BIOL 690	Microbial Physiology and Metabolism ²	

Block C: Microbiology major electives

Students must take an additional ~~14~~ hours from courses listed below. At least ~~half the 14~~ hour total must be laboratory courses.

BIOL 397, 495 or 697	Topics in Biology	1-3
BIOL 410	Biology of the Cancer Cell	2
BIOL 530	Pathogenic Microbiology (lab)	3
BIOL 544	Cell Biology	3
BIOL 545	Human Parasitology	3
BIOL 546	Human Parasitology Lab	1
BIOL 604	Biology of Fungi (lab)	3
BIOL 625	Animal Parasitology (lab)	4
BIOL 671	Immunology Lab	2
BIOL 676	Molecular Genetics Lab	3
BIOL 687	Microbial Ecology	3
BIOL 698	Problems in Biology (lab)	1-3
BIOL 705	Eukaryotic Genetics	3
BIOL 707	Advanced Cell Biology	3
BIOL 720	Anaerobic Bacteriology	2
BIOL 730	General Virology	3
BIOL 731	Virology Lab	2
BIOL 755	Specialized Cell Functions	3
ASI 607	Food Microbiology (lab)	4
AGRON 645	Soil Microbiology (lab)	4

By consultation with a Division of Biology advisor a student may choose elective courses from Block C that allow a more specific focus on interest and experience. Areas of specialization would include prokaryotic microbiology, eukaryotic microbiology, biotechnology/genetic engineering, and infectious diseases. The microbiology curriculum coupled with appropriate electives provides an excellent education base for students moving directly into the job market, for students headed toward medical, dental, medical technology, and veterinary programs, and for students going into graduate programs in the biological sciences.

TO:

Microbiology degree

Students in microbiology may obtain either the BA or BS degree. The requirements for a microbiology major, in addition to those requirements of the College of Arts and Sciences, include blocks A, B, and C as listed below.

Block A: Courses offered by other departments

MATH 220	Analytical Geometry and Calculus I	4
CHM 210	Chemistry I	4
CHM 230	Chemistry II	4
CHM 350	General Organic Chemistry	3
CHM 351	General Organic Chemistry Lab	2
BIOCH 521	General Biochemistry	3
PHYS 113	General Physics I	4
PHYS 114	General Physics II	4

Prerequisites for MATH 220 are MATH 100 and 150 or four semesters of high school algebra and one semester of trigonometry, plus appropriate math placement exam scores.

Upon consultation with a Division of Biology advisor, a student may substitute: Biochemistry I and II for General Biochemistry; Organic Chemistry I and II for General Organic Chemistry; Organic Chemistry I Lab for General Organic Chemistry Lab; and Engineering Physics I and II for General Physics I and II.

Block B: Division of Biology courses

BIOL 198	Principles of Biology	4
BIOL 450	Modern Genetics	4
BIOL 455	General Microbiology	4
BIOL 541	Cell Biology	3
BIOL 670	Immunology	4
BIOL 675	Genetics of Microorganisms	3

Block C: Microbiology major electives

Students must take an additional 13 hours from courses listed below. At least 7 of the 13 hours must be laboratory courses.

BIOL 397, 495 or 697	Topics in Biology	1-3
BIOL 410	Biology of the Cancer Cell	2
BIOL 530	Pathogenic Microbiology (lab)	3
BIOL 545	Human Parasitology	3
BIOL 546	Human Parasitology Lab	1
BIOL 604	Biology of Fungi (lab)	3
BIOL 625	Animal Parasitology (lab)	4
BIOL 671	Immunology Lab	2
BIOL 676	Molecular Genetics Lab	3
BIOL 687	Microbial Ecology	3
<u>BIOL 690</u>	<u>Microbial Physiology and Metabolism²</u>	
BIOL 698	Problems in Biology (lab)	1-3
BIOL 705	Eukaryotic Genetics	3
BIOL 707	Advanced Cell Biology	3
BIOL 730	General Virology	3
BIOL 731	Virology Lab	2
ASI 607	Food Microbiology (lab)	4
AGRON 645	Soil Microbiology (lab)	4

By consultation with a Division of Biology advisor a student may choose elective courses from Block C that allow a more specific focus on interest and experience. Areas of specialization would include prokaryotic microbiology, eukaryotic microbiology, biotechnology/genetic engineering, and infectious diseases. The microbiology curriculum coupled with appropriate electives provides an excellent education base for students moving directly into the job market, for students headed toward medical, dental, medical technology, and veterinary programs, and for students going into graduate programs in the biological sciences.

RATIONALE: The Microbiology undergraduate curriculum has not undergone significant review in over 10 years. The Microbiology curriculum is used by bacteriologists, virologists, and immunologists and the topics covered in BIOL 541 (Cell Biology) are relevant to all groups, compared to the more limited relevance of BIOL 690 (Microbial Physiology and Metabolism).

EFFECTIVE DATE: Spring 2008

Dean of Arts and Sciences

CHANGE:

East Asian Studies minor

FROM:

Elective Courses (12 hours)

ECON 507. The Japanese Economy
GEOG 331: Introduction to Japan
GEOG 332: Introduction to China
GEOG 660. The Geography of East Asia/China
HIST 330. History of East Asian Civilizations
HIST 331: Introduction to Japan
HIST 332: Introduction to China
JAPAN 391: Culture of Japanese Communication
POLSC 511: Contemporary Chinese Politics

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.

TO:

Elective Courses (12 hours)

ECON 507. The Japanese Economy
GEOG 331: Introduction to Japan
GEOG 332: Introduction to China
GEOG 660. The Geography of East Asia/China
HIST 330. History of East Asian Civilizations
HIST 331: Introduction to Japan
HIST 332: Introduction to China
HIST 504: Intellectual History of Early China
HIST 507: China Since 1644
HIST 508: Introduction to Modern East Asia
HIST 509: Japan Since 1550
JAPAN 391: Culture of Japanese Communication
POLSC 511. Contemporary Chinese Politics

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: The removal of HIST 504, 507, 508 and 509 last spring was not intended by the EAS faculty. These courses are directly relevant to the minor and should be restored to the list of approved electives as soon as possible

EFFECTIVE DATE: Fall 2007

School of Journalism and Mass Communications
(Page 120 of undergraduate catalog)

CHANGE:

Becoming a major

To become a major a student must have a 2.5 GPA based on at least 30 credit hours at the 100-level or higher. MC 110 and ECON 110 with grades of C or higher must be completed within the 30 hours.

Transfer students must have completed a total of 30 credit hours before applying for admission to the major. Fifteen of those accumulated hours must be completed at K-State, where the students is expected to have earned a 2.5 minimum GPA on all transfer hours. MC 110 and ECON 110 (or their transferable equivalents) with grades of C or higher must be completed before applying to the major. No more than 3 credit hours out of 30 may be in MC 111, 120, 180, or 210.

TO:

Becoming a major

To become a major a student must have a 2.5 GPA based on at least 30 credit hours at the 100-level or higher and complete MC 110 with a grade of C or higher.

Transfer students must have completed a total of 30 credit hours before applying for admission to the major. Fifteen of those accumulated hours must be completed at K-State, where the students is expected to have earned a 2.5 minimum GPA . A 2.5 GPA is also required on all transfer hours. MC 110 (or its transferable equivalent) with a grade of C or higher must be completed before applying to the major. No more than 3 credit hours out of 30 may be in MC 111, 112, 120, 180, or 210.

RATIONALE: The Miller School faculty has voted to no longer require ECON 110. Additionally, since the current catalog was published, MC 112 (Web Communication in Society) has become an official class. The last sentence of the second paragraph is meant to keep majors from “loading up” on low level courses. We have added MC 112 to that group of classes.

EFFECTIVE DATE: Fall 2008

Department of Music

(pg 136 in undergraduate catalog)

CHANGE:

Additional music requirements for instrumental emphasis

MUSIC 203, 204, 206, 207, and 9 semester hours chosen according to the major instrument from: ~~MUSIC 232, 233, 234, 235, 427, 428, and 429.~~

Enrollments in major organizations must include at least two semesters in a choral organization; ~~upon the recommendation of the advisor, one additional semester of individual or class instruction in voice may be substituted.~~

Additional requirements for vocal/choral emphasis

If voice is the major performance area, MUSIC ~~232, 233, 234, 235, 285 and 287 or 465;~~ 4 hours of keyboard. If keyboard is the major performance area, MUSIC 203, 204, 232, 233, 234, 235, 350 (two semesters), 410 and 450.

Enrollments in major organizations must include at least two semester ~~in an instrumental organization;~~ ~~upon the recommendation of the advisor, one semester of advanced instrumental techniques classes may be substituted.~~

Requirements in general education are stated earlier in the College of Arts and Sciences section.

TO:

Additional music requirements for instrumental emphasis

MUSIC 203, 204, 206, 207, and 9 semester hours chosen according to the major instrument from: MUSIC 234, 235, 236, 237, 238, 239 and 427. If keyboard is the major performance area, 206 and 207 are not required.

Enrollments in major organizations must include at least two semesters in a choral organization, one of which must be MUSIC 112 – University Choir (2 credit hours).

Two semesters of MUSIC 113 – University Band (variable credit, 1-3 hours) are required.

Additional requirements for vocal/choral emphasis

If voice is the major performance area, MUSIC 234, 235, 236 or 237, and 239 or 239; 4 hours of keyboard. If keyboard is the major performance area, MUSIC 203, 204, 234, 235, 236 or 237, and 238 or 239, 350 (two semesters), 410 and 450.

Enrollments in major organizations must include at least two semesters in an instrumental organization, one of which must be MUSIC 113 – University Band (2 credit hours).

Two semesters of MUSIC 112 – University Choir (variable credit, 0-1 hours) are required.

Requirements in general education are stated earlier in the College of Arts and Sciences section.

RATIONALE: 1) Intensified learning on each instrument will enable a higher minimum performance proficiency and technical understanding. 2) This new format allows time for an expanded instrument repair unit. 3) Provides expanded teaching opportunities for students. 4) There will be less re-teaching associated with a divided course in the former structure.

EFFECTIVE DATE: Spring 2008

Department of Sociology, Anthropology and Social Work
pg 150 of undergraduate catalog

CHANGE:

Social Work

Social Work is concerned with the interaction between people and their social environments. Social workers help people deal with other people, cope with the many social and environmental forces that affect and control daily life, and help solve problems that inhibit growth and development.

The undergraduate social work program is accredited by the Commission on Accreditation of the Council on Social Work Education to educate entry-level, generalist social work practitioners. The social work major is of particular value to students who intend to pursue a career in social work upon graduation.

The bachelor's degree in social work is recognized as a beginning-level professional degree. Students graduating from the social work program are eligible for licensure as bachelor degree social workers in Kansas and numerous other states. No other bachelor's degree is recognized, or necessary, for such eligibility. Students who wish to pursue graduate studies in social work will be eligible for advanced standing in many master of social work programs throughout the United States.

The intervention tasks performed by social workers are derived from a common base of knowledge, values, and skills. Thus, social workers are uniquely qualified to provide resources, services, and opportunities to individuals, groups, families, organizations, and communities. Students are required to complete a field practice placement during their senior year to integrate classroom material with practice experience in a professional setting.

Students wishing to declare a major in social work may enroll directly in curriculum SOCWK. This is a provisional admission to the social work program. Students must complete ~~SOCWK 010, SOCWK 260, SOCWK 510 and SOCWK 515~~ before formal evaluation and admission to the program can occur.

Formal evaluation occurs prior to admission to SOCWK 560: Social Work Practice I, taken during the junior year. At that time, each student completes a personal statement and undergoes a formal review of academic and classroom performance by the program admissions committee. Students must have a 2.3 overall GPA and a 2.75 GPA in the core courses. Students successfully passing this review may enter the first course in the practice sequence, SOCWK 560.

Failure to meet and maintain the standards of the program will result in dismissal from the social work major. A student may be allowed to remain in the major on conditional or probationary status, but he or she must meet the standards of the program to complete the major.

For complete details on the admission requirements and procedure, see the program admissions policy in the student handbook. Appeals of program faculty decisions may be made through established departmental procedures.

A student earning a BA or BS in social work must complete 124 hours (students who entered K-State before the fall of 2003 require only 120 hours for graduation) including SOCWK 010: Orientation to the Social Work Major; SOCWK 260: Introduction to Social Work; 44 additional hours of major courses; and 25 hours of tool and related courses.

TO:

Social Work

Social Work is concerned with the interaction between people and their social environments. Social workers help people deal with other people, cope with the many social and environmental forces that affect and control daily life, and help solve problems that inhibit growth and development.

The undergraduate social work program is accredited by the Commission on Accreditation of the Council on Social Work Education to educate entry-level, generalist social work practitioners. The social work major is required for students who intend to pursue a career in social work in Kansas and in many other states. The major is also beneficial to students who plan to work with people.

The bachelor's degree in social work is recognized as a beginning-level professional degree. Students graduating from the social work program are eligible for licensure as bachelor degree social workers in Kansas and numerous other states. No other bachelor's degree is recognized, or necessary, for such eligibility. Students who wish to pursue graduate studies in social work will be eligible for advanced standing in many master of social work programs throughout the United States.

The intervention tasks performed by social workers are derived from a common base of knowledge, values, and skills. Thus, social workers are uniquely qualified to provide resources, services, and opportunities to individuals, groups, families, organizations, and communities. Students are required to complete a field practice placement during their senior year to integrate classroom material with practice experience in a professional setting.

Students wishing to declare a major in social work may enroll directly in curriculum SOCWK. This is a provisional admission to the social work program. Students must complete SOCWK 100, SOCWK 200, SOCWK 315, and SOCWK 510 before formal evaluation and admission to the program can occur.

Formal evaluation occurs prior to admission to SOCWK 560: Social Work Practice I, taken during the junior year. At that time each student completes a personal statement and undergoes a formal review of academic and classroom performance by the program admissions committee. Students must have a 2.3 overall GPA and a 2.75 GPA in the core courses. Students successfully passing this review may enter the first course in the practice sequence, SOCWK 560.

Failure to meet and maintain the standards of the program will result in dismissal from the social work major. A student may be allowed to remain in the major on conditional or probationary status, but he or she must meet the standards of the program to complete the major.

For complete details on the admissions requirements and procedure, see the program admissions policy and procedure in the student handbook. Appeals of program faculty decisions may be made through established departmental procedures.

A student earning a BA or BS in social work must complete 124 hours, including SOCWK 100, Introduction to Social Work; 47 additional hours of major courses; and 19 hours of tool and related courses; and STAT 325.

CHANGE:

Human Behavior and the social environment content		
SOCIO 211	Introduction to Sociology	3
ANTH 200/204	Introduction to Cultural Anthropology	3
PSYCH 110	General Psychology	3
FSHS 110	Introduction to Human Development	3
SOCWK 515	Human Behavior and the Social Environment	3
SOCWK 525	Human Behavior and the Social Environment II	3
POLSC 110	Introduction to Political Science	3
	or	
POLSC 301	Introduction to Political Thought	3
ECON 110	Principles of Microeconomics	3
	or	
ECON 120	Principles of Macroeconomics	3
BIOL 198	Principles of Biology	4
Social work practice content		
SOCWK 560	Social Work Practice I	3
SOCWK 561	Social Work Practice II	3
SOCWK 568	Social Work Practice III	3
SOCWK 570	Social Work with Groups	3
Research content		
STAT 330	Elementary Statistics for the Social Sciences	3
SOCWK 330	Introduction to Social Work Research	3
SOCWK 530	Sem. in Applied Social Work Research	3
SOCWK 550	Field Practicum Preparation	3
Social policy content		
SOCWK 510	Social Welfare as a Social Institution	3
SOCWK 565	Program and Policy Formulation and Analysis	3
Field practicum		
SOCWK 562	Field Experience	3
Professional social work seminar		
SOCWK 564	Social Work Professional Seminar	3

TO:

Tool and related courses - required (13 hrs.)		
SOCIO 211	Introduction to Sociology	3
ANTH 200/204	Introduction to Cultural Anthropology	3
PSYCH 110	General Psychology	3
BIOL 198	Principles of Biology	4
Tool and related courses – elective (6 hrs.)		
POLSC 110	Introduction to Political Science	3
	or	
POLSC 301	Introduction to Political Thought	3
ECON 110	Principles of Microeconomics	3
	or	
ECON 120	Principles of Macroeconomics	3
Human Behavior and the social environment content (6 hrs.)		
<u>SOCWK 315</u>	<u>Human Behavior and the Social Environment I</u>	<u>3</u>
SOCWK 525	Human Behavior and the Social Environment II	3
Social work practice content (15 hrs.)		
<u>SOCWK 200</u>	<u>Basic Skills for Working with People</u>	<u>3</u>
SOCWK 560	Social Work Practice I	3
SOCWK 561	Social Work Practice II	3
SOCWK 568	Social Work Practice III	3
SOCWK 570	Social Work with Groups	3
Research content (9 hrs.)		
<u>STAT 325</u>	<u>Elementary Statistics for the Social Sciences</u>	<u>3</u>
SOCWK 330	Introduction to Social Work Research	3
SOCWK 530	Sem. in Applied Social Work Research	3
Social policy content (6 hrs.)		
SOCWK 510	Social Welfare	3
SOCWK 565	Social Policy	3
Field practicum (12 hrs.)		
<u>SOCWK 550</u>	<u>Field Practicum Preparation</u>	<u>2</u>
SOCWK 562	Field Experience	10
Professional social work seminar (2 hrs.)		
SOCWK 564	Social Work Professional Seminar	2

RATIONALE: The college catalog changes identified represent course description changes and changes in the social work major.

EFFECTIVE DATE: Spring 2008

- B. Graduate Education – Approve the following course changes approved by the Graduate Council on September 4, 2007:

Changes (Human Ecology May 2, 2007 white sheets)

HN 701 Sensory Analysis

New

HN 726 Nutrition and Wellness

HN 838 Advanced Clinical Dietetics

HN 840 Advanced Nutrition: Nutrigenomics, Nutrigenetics, and Advanced Lipid Metabolism

HN 859 Nutrition: A Focus on Life Stages

HN 862 Maternal and Child Nutrition

HN 875 Pediatric Clinical Nutrition

- C. General Education – none

- D. Graduation list and additions – Approve to place the August 2007 Graduation list as submitted by the Registrar's office and the following additions to graduation lists on the Faculty Senate agenda for approval:

August 2007

Eddie Vasquez, Bachelor of Science – College of Arts & Sciences

Amelia Acevedo Nail – Bachelor of Arts – College of Arts & Sciences

May 2007

Lacie Marie Leatherman, Bachelor of Science in Business Administration – College of Business Administration

December 2006

Keith Anderson Oxler, Bachelor of Arts – College of Arts & Sciences

Quadriyyah Khadijah Musawwir, Bachelor of Science in Family Studies and Human Services – College of Human Ecology

**ATTACHMENT 1
2006-2007 Ombudsperson Report**

Brief Report to KSU Faculty Senate

**Ombudsperson Activities
June 1, 2006 – May 31, 2007**

Submitted by:

**Judy Anderson
Wayne Goins
Prakash Krishnaswami**

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, 2006 to May 31, 2007. 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. 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.

Summary:

We saw 41 cases for 153 hours:

Ombudsperson	# Cases	%	Hours	%
JA	27	66	91	59
WG	10	24	23	15
PK	4	10	39	26
Total	41	100	153	100

Of the 41 cases:

Men	21 (51%)	Graduate Students	4 (10%)
Women	20 (49%)	Unclassified Professionals	22 (54%)
Minorities	7 (17%)	Faculty (Tenured/Tenure Track)	<u>15</u> (36%)
Groups	0	Total	41

Nature of complaints (44 complaints in 11 categories):

Workplace Climate	8 (18.2%)	Performance Evaluation	7 (15.9%)
Promotion and Tenure	6 (13.6%)	Work Load	0 (0%)
Compensation	1 (2.3%)	Appointment	1 (2.3%)
Contract/Termination	9 (20.4%)	Inquiry	4 (9.1%)
Discrimination	1 (2.3%)	Other	6 (13.6%)
Sexual Harassment	1 (2.3%)		

Three cases were referred to Rusty Andrews, Human Systems Consultant, and no cases were referred to mediation. All cases came from six colleges and two administrative units.

General Observations:

- Resolutions can be extremely time consuming and elusive.
- Of the 31 cases that were resolved, five individuals left the University; either their contracts were not renewed or the individuals left because they were unhappy with their situation.
- Caseloads are heaviest between November and March.

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

Case	Issue	Time	Resolution			
			Grievance	Pending	Resolved	Unknown
1	Contract/Termination	30.00			X	
2	Contract/Termination	3.00			X	
3	Contract/Termination	2.00			X	
4	Contract/Termination	1.50			X	
5	Contract/Termination	1.25			X	
6	Contract/Termination	.75			X	
7	Contract/Termination	.50			X	
8	Contract/Termination	.50			X	
9	Contract/Termination/Sexual Harassment	2.00			X	
10	Workplace Climate	12.0			X	
11	Workplace Climate	5.25				X
12	Workplace Climate	2.75		X		
13	Workplace Climate	2.00			X	
14	Workplace Climate	1.75				X
15	Workplace Climate	1.00			X	
16	Workplace Climate	.25			X	
17	Workplace Climate/Discrimination	1.00			X	
18	Performance Evaluation	19.75		X		
19	Performance Evaluation	4.75			X	
20	Performance Evaluation	4.00			X	
21	Performance Evaluation	4.00			X	
22	Performance Evaluation	3.25		X		
23	Performance Evaluation	.50			X	
24	Performance Evaluation/Promotion and Tenure	4.00			X	
25	Promotion and Tenure	3.00			X	
26	Promotion and Tenure	3.00			X	
27	Promotion and Tenure	2.00			X	
28	Promotion and Tenure	2.00			X	
29	Promotion and Tenure	1.00				X
30	Appointment	5.75				X
31	Compensation	1.75				X
32	Inquiry	.25			X	
33	Inquiry	.25				X
34	Inquiry	.25			X	
35	Inquiry	.25			X	
36	Other	13.00			X	
37	Other	6.75		X		
38	Other	2.00			X	
39	Other	1.50			X	
40	Other	1.25			X	
41	Other	1.25			X	
Total		153.00		4 (9.8%)	31 (75.6%)	6 (14.6%)

ATTACHMENT 2
Kansas State University General Grievance Board Report
2006-2007 Academic Year

Submitted by:
Allen Featherstone
Professor, Agricultural Economics
GGB Chair

During the 2006-2007 academic year, one grievance from the College of Business was filed towards the end of the year. The first 20 days of the process (closed hearing requested) were carried out with day 21 of the process beginning on August 20.

**ATTACHMENT 3
KANSAS STATE UNIVERSITY HONOR & INTEGRITY SYSTEM**

2006-2007 Annual Report

*Education, Consultation, Mediation, Adjudication:
We do it all with student development in mind.**

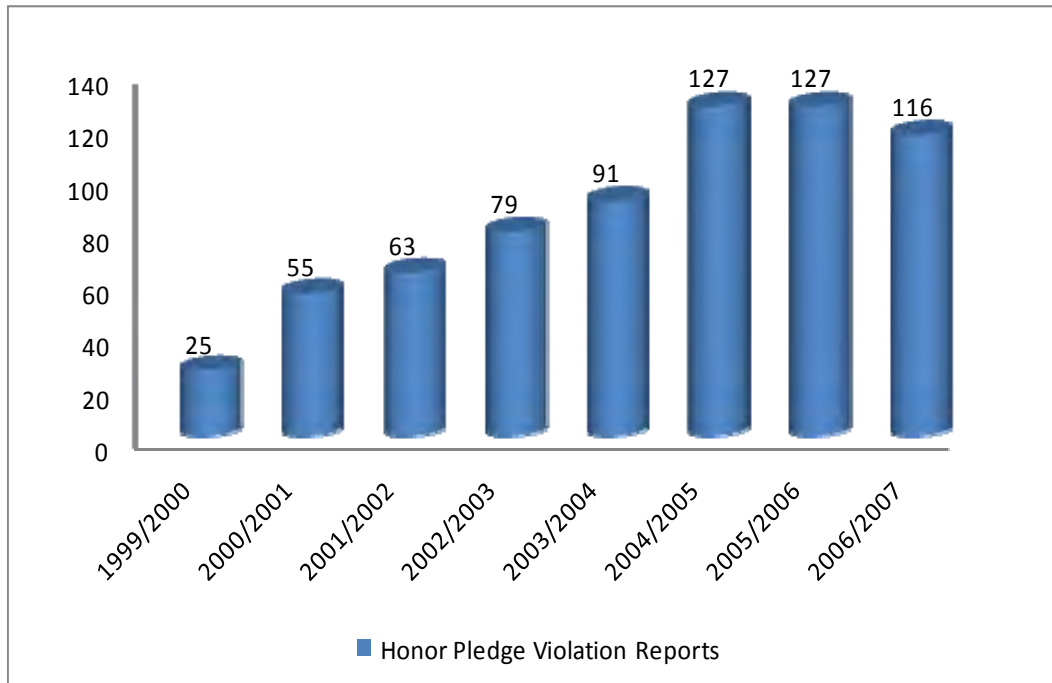
* The Honor & Integrity System motto, originated by members of the Honor and Integrity Peer Educators (HIPE)

Article VI of the *Constitution* requires the Honor System Director to provide an annual report to Student Senate, Faculty Senate and the Provost annually. This report summarizes the activities of the Honor System for the 2006/2007 academic year.

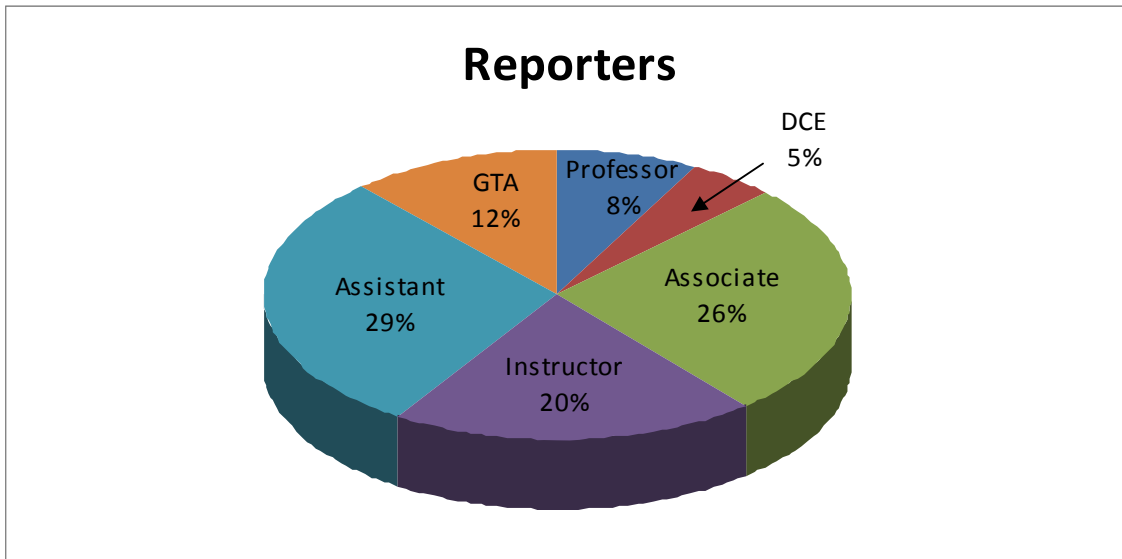
The primary purpose of the Honor & Integrity System is to promote academic integrity as a standard of expectation within the university community. With this purpose in mind, the Honor & Integrity System has sought to promote academic integrity through both education and adjudication. This report will emphasize both of those missions as well as provide an abbreviated report of the system changes occurring during the reporting period.

ADJUDICATION:

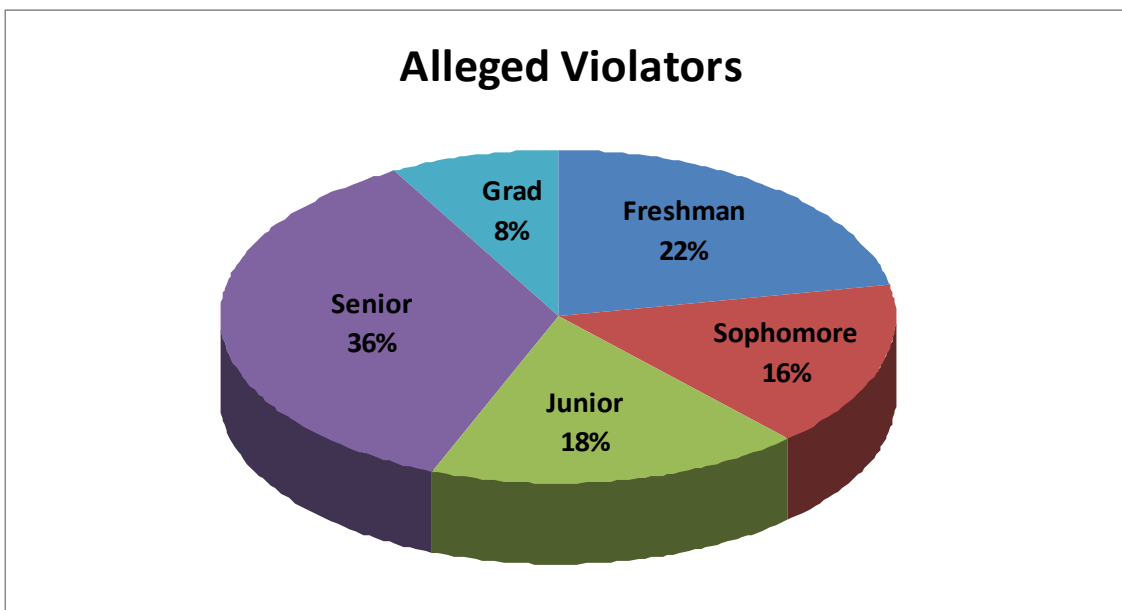
The Honor & Integrity System has processed 116 Honor Pledge Violation reports during the reporting period. The following graph represents the number of cases handled by the Honor & Integrity System since its inception in 1999. In 2006-2007 the number of reports received by the office decreased for the first time. Although this is not necessarily a significant decrease in reported cases it does appear over the past three years the system has experienced a plateau effect. The staff in the Honor System office did consult on eight additional cases for which official Honor Pledge Violation reports were not filed.



Honor System Violation reports were received from all levels of teaching faculty at the university. Tenure track faculty constituted 63% of the violation reports while Instructors reported 20% of the violations. Graduate Teaching Assistants filed 12% of the reports and the remaining 5% were reported through the Division of Continuing Education.



For the 2006-2007 academic year 150 students were reported to the Honor & Integrity System. Of these 127 students were sanctioned for violations. Note that some students were reported for more than one violation. The remaining 23 students were involved in cases that were either dismissed for insufficient information or were found not responsible by a hearing panel. The chart below identifies the breakdown of student classification.



Of the 127 students sanctioned, four students had previous Honor Pledge violations and two had previously taken the Development and Integrity course. The Honor Council conducted 24 investigations. During the investigations phase four cases were closed by the Director based upon the recommendation of the Case Investigators. In two of these cases definitive information existed to determine the student was responsible for

the violation and in two cases there was insufficient information to support an Honor Pledge violation. A student involved in one of these cases was later reported a second time during the same semester. The available information was strongly weighted against the students and while the student did not admit to the violation the student chose not to contest the violation report.

The Honor Council conducted 18 hearings during the reporting period. Six hearings involved students who were accused of a second violation. Five of these students did not contest the second violation while one student did contest the violation report. A second uncontested violation report automatically requires a hearing to consider if additional sanctions should be imposed by the Honor Council. All students involved in a second violation report were found responsible by the Hearing Panel however no additional sanctions were assigned following these decisions. Each panel found the initial sanction assigned by the reporter to be sufficient for each violation.

Nine investigations and subsequent hearings were initiated based upon the students desire to contest the violation reports. Seven investigations and hearings were initiated by faculty members who chose to file the reports under "Option 2". This option requires the Honor Council to investigate the potential violation.

In three of the hearings resulting from contested violation reports hearing panels found the students not responsible for a violation. The first case involved two students who were alleged to have engaged in unauthorized collaboration on a homework assignment. One of the students did not contest the violation while the other student did contest. The student who did not contest had evidently copied the work of the student who did contest without that student's knowledge. The Hearing Panel found that no information existed to indicate the student knew the paper was copied and therefore found that the student was not responsible for the actions of the other student.

The second case involved a student who was alleged to have plagiarized while completing a library survey assignment. The student was involved in a library scavenger hunt but failed to cite the sources of her responses to the questions. The Hearing Panel found that the student did not submit the material with the intent of claiming the work as her own. This determination was based upon the nature of the assignment. Each question required a specific piece of information from exactly one source. Since the information was obtained from a single source and no other source could have provided the information it was determined that the student did not intentionally plagiarize the material or claim the information as her own. Therefore the Hearing Panel found the student was not responsible for plagiarism.

The third hearing involved two graduate students who were alleged to have collaborated on an on-line quiz. There appeared to be consistency between their responses to the multiple choice questions contained on the quiz. The students presented a lengthy defense for the similarities in their responses. The Hearing Panel, after a lengthy deliberation, found the students explanation plausible and ruled that sufficient information did not exist to hold them responsible. It should be noted here that one of these students had a second violation report filed during the spring semester that alleged he purchased a paper on-line and submitted it for a grade. The student was later found responsible for the violation and the Honor Council recommended to the Provost that he be suspended for a period of three years. The Provost acted upon this recommendation and the student is currently serving the suspension.

As with past years the largest form of Honor Pledge Violations involved plagiarism (66 cases). Most of these incidents were directly linked to internet sources. However, a few cases were linked to previously used papers or projects. The second largest form of academic dishonesty involves engaging in unauthorized collaboration (43 cases) on tests, quizzes, or projects. Seven cases were filed involving falsification or forgery.

One particularly interesting case involved a situation where a student was appealing a ruling by a Hearing Panel. The student falsified an email message that essentially contained information that, if authentic,

exonerated him from responsibility for the violation. While investigating the origin of the email message the Director discovered the student had fraudulently created the document. This result was discovered based upon a forensics review of a lap top computer upon which the original email was sent. The Director denied the appeal and filed a code of conduct violation with the SGA Attorney General as per SGA By-Laws Article VI, Sections 3 and 6. Prior to the violation report the student was found responsible for a second violation and the hearing panel recommended that he be suspended from the university. In addition, the Student Judicial Board also found the student responsible for his actions and recommended a permanent separation from the university. The Provost and President acted upon this recommendation and the student is no longer associated with the university.

During the reporting period the Honor System received five Honor Pledge Violation reports from the Division of Continuing Education. Four of these reports were against the same student. This student submitted fraudulent proctoring information for four classes in which she was enrolled. The student admitted to the falsification and a Hearing Panel recommended that she be suspended from the university. She is currently serving her suspension. The other case involved a student who is alleged to have falsified proctoring information as well. The student has elected to contest the violation and the investigation is on-going.

An examination of the sanctions assigned by either Reporters or Hearing Panels indicates that most students received multiple sanctions. During the reporting period 27 XFs were assigned by faculty members. In addition, 70 students were required to enroll in the Development and Integrity course. A grade of zero was assigned to 47 students and 33 students received reduced grades on assignments. Twenty-four warnings were given and community service was assigned to two students. Hearing panels recommend suspension for three students. The Provost accepted these recommendations and those students are currently serving their suspensions.

At the time of this report the Honor Council is engaged in three investigations from the reporting period. In addition, we are awaiting final reports from two additional cases involving violations that occurred during the summer. This will bring the total number of cases submitted to my office to 118 for the reporting period. The numbers associated with these cases have not been included in the previous data as there is no clear indication of the outcome of the cases.

EDUCATION:

A primary goal of the Honor & Integrity System is to promote academic integrity through education. This education extends not only to students but to faculty as well. Dr. Helene Marcoux, Associate Director, is charged with the task of contacting teaching faculty, visiting classrooms, student groups, and organizational meetings. She is also responsible for providing professional development for Honor Council members.

In addition to the above-mentioned tasks, Dr. Marcoux is responsible for conducting all case reviews with Alleged Violators. During the reporting period she has conducted 115 case reviews. The time commitment needed to address this many reviews is compounded when considering the volume of email and telephone contacts needed to establish lines of communication and schedule case reviews. Case reviews take approximately 20 minutes.

The Honor and Integrity Peer Educators (HIPE) organization has continued to be a critical component to the educational process. HIPE members conducted 56 presentations to both undergraduate and graduate students, GTAs and faculty. Dr. Marcoux, working with the HIPE organization, has established contact with new faculty members and together they have presented in many of those faculty members' classrooms. Although the exact number of students who have heard Honor System presentations is unknown, an appropriate estimate for the reporting period is in excess of 4,000. In addition we have records of presentations to 120 Graduate Teaching Assistants, and over 28 individual faculty members or departments. The educational role is extended to the

Salina campus where on several occasions Dr. Marcoux and the HIPE members travel to Salina for presentations and professional development for Honor Council members serving on the campus.

Since faculty members comprise the more stable population at the university, Dr. Marcoux's focus for the 2007/2008 term is faculty professional development with regard to the Honor & Integrity System's philosophy and procedures. Two initiatives include 1) targeted and scheduled departmental meetings across campus, and 2) a series of five faculty "brown bag" mini-workshops focused upon defining and addressing academic integrity in the classroom.

The Associate Director is initiating a more long-range project for student awareness. The design and development of a pilot project with Distance Education personnel will entail an interactive tutorial on scholarly writing and research, with an emphasis on the importance of integrity in both endeavors. The end product will incorporate a gating component to second-semester enrollment. Campus-wide input will be key to the acceptance of such a tutorial; therefore initial work on the tutorial will include networking with Distance Education administration, Hale library personnel, the English department, and Institutional Review Board representatives.

The Development & Integrity Course is an educational sanction taught by the Associate Director through the College of Education. During the reporting timeframe, eight separate sections were offered to accommodate the 62 students assigned by faculty and 8 students assigned by hearing panels to successfully complete the course. Twenty-six students assigned in previous terms completed the course, as well as 43 students assigned during the term of reporting. Thirty-four students from the reporting term and 11 students from previous terms have not yet taken the assigned course.

ADMINISTRATIVE:

The 2006-2007 Academic Year saw the culmination of a two year effort to finalize the review and implementation of the revised Investigation and Adjudication Procedures as well as the changes to the Constitution. The final changes to the Constitution were approved in June by Faculty Senate and have been presented to Student Senate for approval. I would like to thank both the Faculty and Student Senate for their support during this laborious process.

The Honor & Integrity System has successfully implemented the changes to the name of the system noted in last years report. During the spring semester we held a competition in an advanced graphics design class to design new posters, brochures, and bookmarks displaying the new name. The winning student designed a poster emphasizing a system built upon trust between faculty and students that can be seen displayed throughout campus.

During the last reporting period SGA approved a one-year funding requested by the Honor & Integrity System to support a half-time administrative assistant position in the our office. Previously the office was maintained by a half-time administrative assistant and the Associate Director assumed the clerical responsibilities during the time when the Administrative Assistant was not present. Since the allocation of the funding from SGA I have been able to secure, from the Provost office, a permanent budget to support a full time Administrative Assistant. I greatly appreciate SGA's support during a time when the system did not have the funding to support this position. At this time the system has more personnel resources that at any time during the past seven years. Based upon the number of consultations and the time committed to investigation and hearings this funding should fulfill our current personnel needs in the office and allow the Associate Director to attend to the demands associated with educating the campus community.

David S. Allen
Honor & Integrity System Director
September 2007

ATTACHMENT 4

Appendix G University Handbook Changes – with modifications since the October 9 FS meeting Approved by the Faculty Affair Committee on September 18, 2007

University Handbook, Appendix G – Passed by Faculty Affairs on September 18, 2007

General Grievance Policy and Hearing Procedures (FSM 9-8-81, 2-16-88, 9-10-91, 1-21-92, 12-14-99)

Ombudspersons are available to provide assistance to faculty and unclassified professionals in the resolution of concerns and disputes that arise within the university. Faculty and unclassified professionals are encouraged to contact an ombudsperson as a dispute resolution step prior to filing an appeal~~administrative appeal~~ (see C190-194).

Mediation is also an option available to faculty and unclassified professionals at any time, including during the process of filing or actively going through the grievance process. See Appendix U: Policy on Mediation. If mediation is entered into during the pre-hearing grievance process, the calendar clock as defined by the grievance process will be stopped and if the mediation is unsuccessful, the calendar is resumed where it was interrupted (see Appendix G:I.). In cases of unsuccessful mediation when a grievance panel has been assembled but the hearing has not yet convened, and the faculty or unclassified professional wishes to continue with the grievance process, the calendar clock will resume as defined in Appendix G: I.7.

A representative is a person who may advocate on behalf of the complainant or grievant. The representative may assist in the preparation and presentation of information as part of an administrative appeal or grievance. The representative may not be an attorney; however, complainants or grievants may have the assistance of attorneys to advise them at any time, including having them present during grievance hearings as provided in the grievance hearings section of this policy.

A. Administrative Appeals

A written appeal to the appropriate administrator is the first step in the grievance process and must be carried out before proceeding to a grievance hearing. This appeal should include all issues of concern to the complainant that will be brought up during the grievance process. The written appeal must be submitted within thirty (30) work days from the latest administrative action ~~or inaction~~ of issue. For the purpose of Appendix G a “work day” is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted, the period of final examinations, and intersessions. Legal holidays and the period when summer school is in session are excluded from the definition of “work day.” Issues not raised in this appeal may not be included in the grievance hearing. Possible remedies may also be included in the appeal.

1. Tenure-related. For a complaint regarding tenure, the complainant shall follow the procedures in sections C114.2-C114.3 of the University Handbook. For a complaint regarding promotion, the complainant shall follow the procedures in section C154.2-C154.3 of the University Handbook. For a complaint against the primary action of a dean or regarding reappointment of a tenure-track faculty member, the complainant shall ~~have presented~~ the complaint in writing to the provost.

2. Other. For all other complaints, the complainant shall ~~have presented~~ the complaint in writing to the appropriate dean or vice president.

3. Procedure. Once the written complaint is submitted, the administrator will investigate and arrange a meeting with the complainant to discuss and attempt to resolve the complaint. Except under extenuating circumstances, the administrator will contact the complainant within ten (10) work days after receiving the complaint to arrange a meeting. An ombudsperson and/or a representative may be included in the meeting at the request of the complainant. Within ten (10) work days after the meeting, the administrator will provide the complainant with a written response.

If the appeal is not resolved satisfactorily by the appropriate administrator, the complainant may submit a written request for a grievance hearing to the general grievance chair within thirty (30) work days following the receipt of the administrator's written response.

B. Function

A General Grievance Chair is appointed by and responsible to the executive committee of the faculty senate. The general grievance chair is selected from ~~faculties~~ faculty members who have experience with dispute resolution at the university and serves a three year term beginning on the first day of the fall semester. The role of the general grievance chair is to:

1. Receive complaints and review them to determine if the criteria for grievances have been met.
2. *Facilitate with the parties* | the selection of the grievance hearing panel.
3. Assist in organizing and conducting the grievance hearing.

A grievance hearing panel (hereafter referred to as a "panel") is convened for the purpose of hearing each grievance. The panel shall hear grievances to provide peer review for faculty and unclassified professionals of Kansas State University.

Functions of each panel shall be to:

1. Hear all evidence pertinent to the grievance provided in time periods specified.
2. Make findings of fact.
3. Decide whether the findings of fact substantiate the allegations of the grievance.
4. Recommend a specific course of action to be taken.

C. Jurisdiction

The general grievance policy and hearing ~~procedures~~ jurisdiction shall extend to charges or allegations (hereafter referred to as grievances) arising out of administrative action or for which administrative action could provide a remedy, provided that all administrative remedies have been exhausted.

1. Nature of grievances: Grievances may arise out of decisions concerning reappointment, tenure, dismissal, promotion, salary, working conditions, discrimination, or any other matters related to the employment of a faculty or unclassified professional member or other unclassified personnel.

2. Eligibility: A grievance may be filed by faculty or unclassified professionals. Grievances must be submitted within thirty (30) work days of the latest ~~incident or the administrative action/inaction or inaction at~~ of issue.

2.3. Grounds: Grounds for a grievance shall include, but shall not be limited to ~~a violation or misapplication of the written rules, regulations, or established practices governing the university and its units;~~

a) violation or misapplication of the written rules, regulations, or established practices governing the university and its units;

~~a)~~b) improper, arbitrary, or capricious action of the university or its agents;

~~b)~~c) violation of academic freedom; and

~~c)~~d) discrimination.

3.4. Exhaustion of administrative remedies: Exhaustion of administrative remedies includes attempting to resolve the grievance through normal administrative and dispute resolution channels, culminating in the required administrative appeal specified by section A. For a grievance alleging discrimination or harassment based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status or veteran status, or retaliation resulting from participation in the resolution of a complaint of the preceding issues, the exhaustion of administrative remedies also includes a review of the discrimination, harassment or retaliation allegations by the Office of Affirmative Action.

5. Deadlines:

a) A written administrative appeal is the first step in the grievance process and must be filed within thirty (30) work days of the latest administrative action ~~or inaction at issue~~ of issue.

b) If the appeal is not resolved satisfactorily by the appropriate administrator, the complainant may then submit a written request for a grievance hearing to the general grievance chair within thirty (30) work days from receipt of the administrator's decision.

In cases regarding the dismissal of a tenured faculty member, the policies and procedures of Appendix M shall be followed.

D. Grievance Hearing Initiation

The grievance hearing process shall be initiated by a written request, submitted by the grievant to the general grievance chair, with a detailed statement of the grievance, which shall include:

1. an account of the alleged administrative action or inaction that gave rise to the grievance and the respective dates;
2. the name(s) of the administrator(s) who will be the respondent(s);
3. the precise grounds upon which the grievance is based;
4. whether an "open" or "closed" hearing is requested; and
5. the nature of the relief sought.

When terms such as "capricious," "arbitrary," "collegiality," etc. are used as the basis of a grievance or an administrative response, it is incumbent upon the person who uses these terms to demonstrate by example or specific evidence the meaning of such terms and how they apply.

Any issues not cited in this written grievance hearing request and in the preceding written administrative appeal may not be brought up in the grievance procedure hearing. After the initial hearing request, additional supporting documentation may be submitted.

E. Composition of General Grievance Hearing Panel

1. For faculty grievances, panel shall be composed of five tenured faculty members and two alternates, none of whom shall be administrators or faculty with administrative tenths time. One of the five shall serve as the presiding officer and vote only in case of a tie. Faculty of the college in which the grievant holds an appointment shall not be eligible with the exception of College of Arts and Sciences. In the instance of Arts and Sciences, faculty of the department in which the ~~faculty member~~grievant holds an appointment shall not be eligible. Members of the panel shall hold appointments of at least nine-tenths time at or above the academic rank__ of the grievant. Panel members shall be selected from among eligible faculty according to the procedures specified in section G. below.
2. A grievance brought by an unclassified professional who is not a faculty member, shall be reviewed in accordance with the provisions of Appendix G (G.E.1.), and the grievant shall have a choice of:
 - a) a panel of the composition specified in Appendix G.E.1. or
 - b) a panel selected from a separate pool that shall include all unclassified professionals who are not faculty members, except persons holding positions in the administrative unit in which the grievant or respondent(s) are appointed.
3. Service on a hearing panel shall be considered as service to the University and shall be considered as part of each member's responsibility during the term of appointment. The department head or functional equivalent shall ensure that service on a panel shall be given consideration in decisions affecting the teaching and department assignments, ~~salary merit~~merit salary increases, and promotion of the faculty member or similarly, job responsibilities, salary, and promotion of the unclassified professional. A letter from the provost or appropriate vice president shall be sent to each department head stating the need for participating panel members to be awarded appropriate merit for hearing panel service.

F. Policies for Scheduling and Participation in Grievance Hearings

1. The grievance hearing procedures are to respect the ordinary standards of fairness but are not intended to be equivalent to a judicial hearing. The goal is to provide the panel with the best opportunity to determine the truth and to make a recommendation to the president of the university as to the most appropriate resolution on the matters in dispute. The hearing shall be held as expeditiously as ~~possible~~ practicable, but in any event the grievant shall have the right to a hearing within thirty-five (35) work days after submission of a grievance to the general grievance chair, provided that extensions may be granted by the chair for cause and within a specified period of time consistent with the other provisions of this document.
2. ~~For the purpose of Appendix G a "work day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted, the period of final examinations, and intersessions. Legal holidays and the period when summer school is in session are excluded from the definition of "work day." However, If it is agreed to by the parties that a hearing~~

can be conducted and/or the process completed during a vacation period, those members of the panel who are not on scheduled work time will be compensated for their time at their normal rate.

3. Each grievance shall be heard by a panel composed of four voting members, a presiding officer, and two alternates, appointed by the general grievance chair as specified in E.1 and E.4 of Appendix G. The presiding officer chairs the hearing but shall vote only to break a tie vote of the panel. During the course of a hearing, a panel member may be replaced by an alternate by the general grievance chair based on justification(s) provided by the presiding officer. The general grievance chair and the panel alternates will attend the hearing.
4. Hearings are generally scheduled to occur on two consecutive work days. One work day extensions may be granted by the general grievance chair, upon justification by the presiding officer, and should be scheduled, if possible, to take place not more than one calendar week after the first day of the preceding panel meeting. In scheduling the hearing, the general grievance chair will determine whether or not conflicts are sufficiently valid to warrant a rescheduling of the hearing to a different date. Otherwise, the individual is obliged to attend the hearing (see Appendix G.2).
5. Members of the university community are encouraged to participate in the grievance process. In the event that a respondent (administrator[s] whose action ~~or inaction~~ is the basis of a grievance) refuses to participate, the matter will be resolved administratively by agreement between the next higher-level administrator and the grievant. ~~The~~ Any person who refuses to participate cannot subsequently use the grievance process on any matter related to the original charge or its resolution. Witnesses called by either party are expected to participate as a responsibility of being a member of the university community.
6. As a component of their duties, eligible members of the university community are expected to serve on a grievance hearing panel when called to do so. It is recognized that to fulfill this obligation may require reasonable adjustments in other responsibilities, which should be facilitated by their supervisor. Appropriate reasons for being excused from service (including conflict of interest and commitments) will be determined by the general grievance chair, whose determination will be final. Service on a hearing panel must receive positive recognition and shall not jeopardize the person's yearly evaluation for performance, merit increases, or promotion. Some form of additional compensation is expected for faculty or unclassified professionals on nine-month appointments who are involved in a hearing that takes place during the summer (see 0.2). As state employees, when acting within the scope of their employment, individuals who serve on a panel are eligible for legal representation and indemnification under the Kansas Tort Claims Act.
7. The panel's deliberations are confidential and closed to all persons including the alternates and the general grievance chair. Panel members are not permitted to individually contact persons involved in the grievance or conduct any form of fact-finding or investigation outside the grievance hearing. Furthermore, panel members shall not discuss case-specific aspects of a grievance hearing or panel deliberations outside of the grievance hearing.
8. Before the hearing is convened, each party may but is not required to designate one or both of the following to assist the party in the hearing:
 - a) a representative, who is neither an attorney nor an ombudsperson, to serve as an advocate and/or assist in the preparation and presentation of the grievance;
 - b) a second person, who may or may not be an attorney, and who may advise the party

but not otherwise participate in the proceedings. Each party should inform the general grievance chair of the person, if any, designated to fill each role.

If the grievant chooses not to be accompanied by an attorney, the respondent(s) also will have no attorney present.

9. Representatives who are state employees and are acting within the scope of their employment are eligible for legal representation and indemnification under the Kansas Tort Claims Act. The representative is only expected to make a best effort and the outcome of the hearing cannot be appealed based on the actions/performance of the representative. While the representative can aid in preparing the presentation and can participate in the hearing, the primary responsibility for establishing the validity of the grievance or presenting a defense rests with the grievant and the respondent(s). Representatives will appropriately respect the confidential nature of information and materials that they are exposed to during the course of a grievance hearing. Activities as an representative will be considered service to the university which must receive positive recognition and shall not jeopardize the person's yearly evaluation for performance, merit increases, or tenure/promotion.
10. The goals of the panel are to:
 - a) establish the facts of the matter in question;
 - b) decide whether or not it believes university policy or generally accepted principles of academic conduct have been violated;
 - c) if one or more violations have occurred, decide whether these are sufficiently serious that some corrective action(s) should take place;
 - d) recommend to the president of the university what, if any, action(s) should take place.
11. Role of Faculty Senate

The faculty senate president and the chair of the faculty affairs committee shall represent the Faculty Senate during the grievance hearing process, and will provide support throughout the process to the general grievance chair. Support activities include but are not limited to the following:

- a) pre-hearing activities such as panel establishment and physical exchanges of documents
- b) physical arrangements for hearings, including hearing room and separate rooms for the parties, witnesses and panel for private deliberations or consultations
- c) physical needs and direction for parties and witnesses during the hearing
- d) physical needs for panel during their deliberations
- e) certification of official hearing record.

G. Procedures for Selecting Hearing Panel Members

1. Within twenty (20) work days from the receipt of the request for a grievance hearing, the general grievance chair shall designate a list of thirteen (13) eligible tenured faculty members or unclassified professionals, by random selection, from a list of eligible faculty or unclassified professionals. There shall be at least one member from each college, except that of the grievant, unless the grievant holds an appointment in the College of Arts and Sciences. If the grievant holds such an appointment, the list may not include any member of the grievant's department. In addition, the composition of the

~~panel list~~ shall reflect as nearly as possible the numerical balance of faculty in each of the remaining colleges.

2. Within ten (10) work days from the designation of the ~~panel~~ panelist of potential panel members, the president of faculty senate shall call together the respondent and the grievant, and/or their representative(s), for the purpose of selecting the panel. From the list of thirteen (13) names, each party shall remove three names, one at a time, in alternating sequence, with the respondent striking the first name. From the remaining seven names, five shall be selected at random; the sixth and seventh shall serve as alternates.
3. Within five (5) work days after the panel has been named, the general grievance chair shall convene the panel, whose members shall select one member as their (nonvoting) presiding officer. At this meeting, the general grievance chair shall make known to the panel the specific grounds for the grievance. Prior to the hearing, the general grievance chair will convene a pre-hearing meeting of the panel to review the procedures that will take place during the hearing.

H. Legal and Ethical Preparation for Hearing Panel Service

1. Legal counsel. *Each panel shall have the continuing assistance of legal counsel, invited by the general grievance chair, who may provide information about the role of the members of the panel in the grievance proceeding, requirements of due process with respect to the panel's procedures, the mechanisms of fact-finding, prejudicial actions/information, and liability of panel members. The administration will arrange for the attorney and will provide the attorney's contact information to the general grievance chair. The attorney may not be an employee of the university. The panel's attorney shall be present during the grievance hearing to act as an advisor to the presiding officer and be available to the presiding officer for pre-hearing counsel.*
2. Training for Hearing Panel and Participants. *Prior to hearing panel service, members shall complete an educational preparation session, which is in the form of an online tutorial prepared by the Kansas State legal team prior to and independent of any grievance hearing. Topics for discussion shall include but may not be limited to requirements of due process and open meetings law, ethical responsibilities to be observed during and after the hearing, mechanics of fact finding, and liability of panel members. Parties, witnesses, and other interested members of the university community may also access the on-line tutorial. The hearing panel also meets with the assigned legal counsel prior to the scheduled hearing to review any issues or questions members may have specific to the particulars of the grievance or the hearing process.*

I. Pre-Hearing Activities

1. The grievant will be assisted by the general grievance chair in obtaining relevant documents and information when such items are judged by the general grievance chair to be of critical importance in supporting the request for a grievance hearing. The general grievance chair shall determine whether the grievance falls within the jurisdiction of the General Grievance Policy, and ~~if~~ whether the materials presented by the grievant meet adequate standards of detail and clarity. The general grievance chair may consult with the attorney ~~specified in section H.~~ to make these determinations. The administration will arrange for the attorney and will provide the attorney's contact information to the general grievance chair. The attorney may not be an employee of the university.

2. Within five (5) work days from the date of acceptance of the grievance by the general grievance chair, the general grievance chair shall give to both parties written notification of same, including a copy of the grievance.
3. Within ten (10) work days following such notification, each party shall submit to the general grievance chair, with copies to the other party, a preliminary list of:
 - a) all documents to be introduced;
 - b) witnesses to be called;
 - c) documents requested from the other party;
 - d) the name of the attorney, if an attorney is to accompany the party to the hearing; and
 - e) the name and title of the non-lawyer representative, if one is to accompany the party to the hearing.

In addition, the respondent(s) shall submit a written response to the allegations contained in the grievance.

4. Within fifteen (15) work days from the date of notification prescribed by I.2., the parties shall provide each other, with a copy to the general grievance chair, the documents requested in I.3 or a statement as to why the documents are not being provided (e.g. they are irrelevant or nonexistent) and all other documents to be introduced during the hearing. The claim that documents are privileged or confidential shall not in itself be sufficient justification for withholding them from the other party. The validity of the basis for not producing a requested document will be judged by the general grievance chair, whose ruling can be appealed to the panel at the time of the hearing.
5. Within fifteen (15) work days from the date of notification prescribed by I.2., the general grievance chair shall provide to each party:
 - a) a list of the members of the panel, the presiding officer, and two alternates; and
 - b) notification of the date(s), time(s), and place(s) of the hearing.
6. Within twenty (20) work days from the date of notification prescribed by I.2., each party may strike name(s) from the list of panel members for conflict of interest or for other just and sufficient cause, which shall be determined by the general grievance chair. The general grievance chair shall appoint replacements as necessary. Both parties will also exchange, with copies to the general grievance chair, an updated list of documents to be introduced and witnesses that may be called. Within thirty-five (35) work days from the date of acceptance of the grievance by the general grievance chair, as prescribed by sections D. and I.1., the hearing shall begin, except as provided by F.2. and F.4.
7. If the pre-hearing grievance process ~~was~~ is stopped because a faculty or unclassified professional entered into mediation and that mediation was unsuccessful, the calendar clock as defined by the grievance process will be resumed where it was interrupted. In cases of unsuccessful mediation when a grievance panel has been assembled but the hearing has not yet convened, and the faculty or unclassified professional wishes to continue with the grievance process, the calendar clock will resume as provided below to allow the general grievance chair to assemble a new panel if necessary and reschedule the hearing.
8. Within ten (10) work days of the process resuming, the general grievance chair shall provide to each party:
 - a) a list of the members of the new panel, the presiding officer, and two alternates; and

b) notification of the date(s), time(s) and place(s) of the hearing.

9. Within five (5) work days from the date of notification prescribed by 0.8, each party may strike name(s) from the list of new panel members for conflict of interest or for other just and sufficient cause, which shall be determined by the general grievance chair. The general grievance chair shall appoint replacements as necessary. Both parties will also exchange, with copies to the general grievance chair, an updated list of documents to be introduced and witnesses who may be called. In no more than twenty-five (25) work days for the date of the resumption of the grievance the hearing shall begin, except as provided by F.1. and F.4.
10. After the on-line tutorial is completed by all panel members and prior to the beginning of a hearing, the panel will meet to review procedures and to confer with the counsel specified in section H.

J. Policies for Conduct of Grievance Hearings

1. Supplementary procedures. In addition to the preceding provisions, the presiding officer, in consultation with the general grievance chair, shall have the discretion to establish supplementary procedural rules and shall inform both parties of such rules at least five days prior to the hearing. At the discretion of the presiding officer and general grievance chair, a pre-hearing meeting of the parties and/or their non-lawyer representatives may be convened to consider specific issues related to the procedures to be followed.
2. Audio recordings and transcripts. It shall be the responsibility of the general grievance chair to ~~ensure that~~ arrange for a good-quality audio recording ~~is to be~~ made of the hearing. An audio recorder and recording media shall be provided by the office of the president. A court reporter also shall be provided by the office of the president. With the consent of both parties, a video recording can be made at the expense of the requesting party.
3. Venue, equipment, and supplies. At the direction of the general grievance chair, the university will provide suitable space, associated equipment, supplies, and refreshments necessary to meet the reasonable needs of the panel and the parties involved.
4. Legal counsel for panel. During the hearing, the presiding officer and/or panel may adjourn to privately discuss specific issues related to the hearing and to confer with its counsel, specified in section H. The panel is not to rely on its legal counsel for interpretation or judgment of fact.
5. Security. An officer of the university police shall attend the door of the hearing room when the hearing is in session. The duties of the officer are to maintain order. The general grievance chair will arrange for the security presence and administration will cover the cost.

K. Grievance Hearing Procedures

All grievance proceedings shall be conducted in accordance with the Kansas Open Meetings Act (KOMA). The hearing of the evidence shall be conducted in closed executive session, unless the grievant requests the hearing to be open. Deliberations of the panel shall be in closed executive session. Any vote or other decision making action must occur in open session. (Refer to the University Committee Handbook for further information about KOMA.)

1. The presiding officer shall call the hearing to order, state the nature of the grievance, and review the rules (including those appropriate for an open or closed hearing). Because the hearing is a peer

review, the panel shall not be bound by strict legal rules of evidence; it may admit any evidence it considers pertinent to the grievance, and may exclude evidence it considers not pertinent. On issues of procedures, evidence, relevance, and all other items related to the hearing, the presiding officer in consultation with the panel and, if so desired, legal counsel is the final authority. The presiding officer may call upon the general grievance chair or designee to manage aspects of the hearing.

2. The grievant and the respondent(s), in that order, will make short opening statements not to exceed twenty (20) minutes. The panel members will then have an opportunity to ask questions of either party in order to clarify specific issues before presentation of evidence and testimony of witnesses.
3. The grievant shall present evidence, which may include testimony by supporting witnesses, documents, and/or other relevant material. The respondent(s) may:
 - a) cross-examine each witness following his or her testimony, and
 - b) object to any testimony on the grounds that it is irrelevant or is repetitive; the presiding officer will rule as to whether or not the objection will be upheld.

Members of the panel will have the opportunity to ask questions of each witness after each cross examination.

4. The respondent(s) shall present evidence, which may include testimony by supporting witnesses, documents, and/or other relevant material. The grievant may:
 - a) cross-examine each witness following his or her testimony, and
 - b) object to any testimony on the grounds that it is irrelevant or is repetitive, the presiding officer will rule as to whether or not the objection will be upheld.

Members of the panel will have the opportunity to ask questions of each witness after each cross examination.

5. The grievant and the respondent(s), in that order, may then present evidence in rebuttal of previously introduced evidence. The other party may object to any rebuttal testimony on the grounds that it is a new subject, is irrelevant, or is merely repetitive. Members of the panel will have the opportunity to ask relevant questions of each rebuttal witness.
6. Witnesses shall not be present at the hearing until called to testify and then shall be excused, unless either party or the panel requests that they remain available. Only witnesses who have been excused may remain in the audience and then only when it is an open hearing. Witnesses called by the grievant who are also persons against whom the grievance has been brought may be present prior to giving testimony.
7. The respondent(s) and the grievant, in that order, may make a closing statement.
8. Members of the panel may question the parties and/or recall witnesses for questioning. At any time during or after the close of the hearing, the presiding officer after consultation with the panel may request from the grievant or respondent(s) the production of any other information the panel deems relevant. Refusal to comply with this request and the reason(s) will be noted in the panel's report. If such additional information is acquired by the panel, the presiding officer will reopen the hearing to afford all parties an opportunity to respond with comments or additional evidence. The schedule outlined in the next section for presenting the panel's report will be based on the closing date of the reopened hearing.

L. Findings, Recommendations, Appeals, and Reporting Responsibilities

1. The decision of the panel shall be based only upon the testimony and other evidence presented at the hearing. The grievant shall bear the burden of demonstrating, by a preponderance of the evidence, that relief should be granted. The report of the panel shall include:
 - a) an evaluation of the evidence and findings of fact,
 - b) a description of the recommended specific relief or course of action that should be taken, and
 - c) the reasons supporting the decision.

The panel may consult with its counsel to obtain recommendations for appropriate and legally sanctioned remedies.

A minority statement(s) may be appended to the report.

In instances where the panel determines that there has been a blatant or persistent violation of university policies or procedures by a respondent, the panel may recommend that the grievant be reimbursed for documented expenses involved in pursuing the grievance, including attorney fees *which shall be construed to mean funds for no more than two weeks of full-time service, or 96 hours, at the average per hour rate in the area*, ~~up to a maximum of \$2,500 of all expenses.~~

2. The panel shall have discretion to recommend that the relief sought should be granted or denied, or that some other form of resolution should be employed as long as such relief is consistent with policies set forth in the University Handbook. In the event of a finding that university policy has been violated, the panel may recommend that a brief statement of the finding become a part of the offending party's personnel file(s). Any disciplinary action that may be suggested will be in accordance with university policies and procedures, and depending on the severity of the offense, such sanctions may include, (but are not limited to), a letter of reprimand, a formal warning, suspension, demotion, or termination of employment.
3. Within twenty-one (21) work days after the completion of the final hearing session (including reconvened hearings as specified in section K.8.), the presiding officer shall present the report to the general grievance chair, who shall within the following five work days, send copies to:
 - a) the president of the university,
 - b) both parties, and
 - c) the president of the faculty senate.

The findings of the panel are final and cannot be appealed

4. The president of the university shall respond to the recommendations of the panel within ten (10) work days of receiving the report. Copies of the response and notification of subsequent actions taken should be sent to the general grievance chair, the parties of the grievance, and the president of the faculty senate. If confidentiality of the nature of the implementation of the president's decision is part of the disposition and is agreed to by both parties, the president of the faculty senate shall receive notice only of the fact that disposition has taken place and that it is confidential.
5. The complete record, including all evidence presented and all recordings or transcripts that have been made shall be retained in the files of the faculty senate for at least three years following the conclusion of the grievance hearing. Each party may, at its own expense, copy the record or any part thereof at a place and time to be determined by the president of the faculty senate.

6. Without regard to the panel's finding or the response from the president of the university, the administration will make every effort to ensure that anyone participating in the grievance hearing is not subjected to retaliation.
7. At the first meeting of faculty senate each fall semester, the general grievance chair who served the preceding year shall report:
 - a) the number of grievances heard during the preceding year;
 - b) the nature of these grievances;
 - c) if consistent with other provisions of this document, other information about individual grievances considered to be a concern of the faculty senate and may suggest recommendations for modification of relevant policies and procedures.

Attachment 5

**KANSAS STATE UNIVERSITY
ACADEMIC CALENDAR
Fall 2008 through Summer 2013**

Fall Semester	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012
First Day of Classes	Aug 25 M	Aug 24 M	Aug 23 M	Aug 22 M	Aug 20 M
University Holiday	Sept 1 M	Sept 7 M	Sept 6 M	Sept 5 M	Sept 3 M
Student Holiday (Fall Break)	Oct 6 M	Oct 5 M	Oct 4 M	Oct 3 M	Oct 1 M
Student Holiday	Nov 26-28 W-F	Nov 25-27 W-F	Nov 24-26 W-F	Nov 23-25 W-F	Nov 21-23 W-F
University Holiday	Nov 27-28 U-F	Nov 26-27 U-F	Nov 25-26 U-F	Nov 24-25 U-F	Nov 22-23 U-F
Last Day of Classes	Dec 12 F	Dec 11 F	Dec 10 F	Dec 9 F	Dec 7 F
Commencement	Dec 12, 13 F, S	Dec 11-12 F, S	Dec 10-11 F, S	Dec 9-10 F, S	Dec 7-8 F, S
First Day of Exams	Dec 15 M	Dec 14 M	Dec 13 M	Dec 12 M	Dec 10 M
Last Day of Exams	Dec 19 F	Dec 18 F	Dec 17 F	Dec 16 F	Dec 14 F
Class Days – Exam Days	75 - 5	75-5	75-5	75-5	75-5
Total Days of week	M-14, T-16, W-15, U-15, F-15	M-14, T-16, W-15, U-15, F-15	M-14, T-16, W-15, U-15, F-15	M-14, T-16, W-15, U-15, F-15	M-14, T-16, W-15, U-15, F-15
Spring Semester	Spring 2009	Spring 2010	Spring 2011	Spring 2012	Spring 2013
First Day of Classes	Jan 15 U	Jan 14 U	Jan 13 U	Jan 12 U	Jan 17 U
University Holiday	Jan 19 M	Jan 18 M	Jan 17 M	Jan 16	Jan 21 M
Student Holiday (Spring Break)	Mar 16-20 M-F	Mar 15-19 M-F	Mar 21-25 M-F	Mar 19-23 M-F	Mar 18-22 M-F
Last Day of Classes	May 8 F	May 7 F	May 6 F	May 4 F	May 10 F
First Day of Exams	May 11 M	May 10 M	May 9 M	May 7 M	May 13 M
Last Day of Exams	May 15 F	May 14 F	May 13 F	May 11 F	May 17 F
Commencement	May 15, 16 F, S	May 14, 15 F, S	May 13, 14 F, S	May 11, 12 F-S	May 17-18 F, S
Class Days – Exam Days	76 - 5	76-5	76-5	76-5	76-5
Total Days of week	M-14, T-15, W-15, U-16, F-16	M-14, T-15, W-15, U-16, F-16	M-14, T-15, W-15, U-16, F-16	M-14, T-15, W-15, U-16, F-16	M-14, T-15, W-15, U-16, F-16
Summer Semester	Summer 2009	Summer 2010	Summer 2011	Summer 2012	Summer 2013
First Day of 1st 6-wk Class	May 26 T	May 24 M	May 23 M	May 21 M	May 28 T
University Holiday	May 25 M	May 31 M	May 30 M	May 28 M	May 27 M
First Day of 8-wk /1st 4-wk Class	June 8 M	June 7 M	June 6 M	June 4 M	June 10 M
Last Day of 1st 4-wk/6-wk Class	July 2 U	July 2 F	July 1 F	June 29 F	July 5 F
First Day 2nd 4-wk/6-wk Class	July 6 M	July 6 T	July 5 T	July 2 M	July 8 M
University Holiday	July 3 F	July 5 M	July 4 M	July 4 W	July 4 U
Last Day of 8-wk/2nd 4-wk Class	July 31 F	July 30 F	July 29 F	July 27 F	Aug 2 F
Last Day of 2nd 6-wk Class	Aug 14 F	Aug 13 F	Aug 12 F	Aug 10 F	Aug 16 F
Class days:					
8-week class	39	39	39	39	39
1 st 6-week class	28	29	29	29	28
2 nd 6-week class	30	29	29	29	30
1 st 4-week class	19	20	20	20	19
2 nd 4-week class	20	19	19	19	20

N – Sunday, M – Monday, T – Tuesday, W – Wednesday, U – Thursday, F- Friday, S – Saturday

Intersession **	F08 – U09	F09-U10	F10-U11	F11-U12	F12-U13
January Intersession	Dec 29 – Jan 14	Dec 28 – Jan 13	Dec 27 – Jan 12	Dec 27 - Jan 11	Dec 27 - Jan 16
May Intersession	May 18 – June 5	May 17 – Jun 4	May 16 - Jun 3	May 14 - Jun 1	May 20 - Jun 7
August Intersession	Aug 3 – Aug 21	Aug 2 – Aug 20	Aug 1 - Aug 19	July 30 - Aug 17	Aug 5 - Aug 21

These dates are subject to any semester changes in beginning and ending dates.

LEGEND

Dates not highlighted above have been approved by K-State and the Kansas Board of Regents.

Dates highlighted in grey denote calendar dates that were approved by Academic Calendar Committee, and submitted but not yet approved by Faculty Senate.