MINUTES
KSU Faculty Senate Meeting
Tuesday, February 12, 2008 3:45 pm
K-State Union, Big 12 Room

Present: Aakeroy, Aistrup, Al-Khatib, Alloway, Arck, D. Askey, J. Askey, Barden, Beard, Bontrager, Breen,
    Carroll, Cauble, Chengappa, Clark, Crenshaw, DeLuccie, Devore, Dodd, Eckels, Eiselein, Fairchild,
    Finkeldei, Gehrt, Genereux, Greene, Guzek, Hannah, Harper, Haub, Hendrix, Herald, Hoag, Hosni,
    Howard, Hsu, Hughey, Kearns, King, Knopp, Martin, Montelone, Nafziger, Nechols, Nichols, Pacey,
    Potts, Ramaswamy, Ransom, Schultz, Smith, Spikes, Stadtlander, Sump, Turnley, Vontz, Warner,
    Weninger, Zhang
Absent: Adams, Brigham, Clegg, Condia, DeBres, Dhuyvetter, Donnelly, Fox, Hohn, Hubler, LeHew, Nagaraja,
    North, Oberst, Piper, Renberg, Ross, Staggenborg, Wagner, Whitney-Bammerlin
Proxies: Atkinson, Behnke, Charney, Graham, Holcombe, Knapp, Leitnaker, Maatta, Michie, Miller, Reeck,
    Rintoul, Schapaugh, Wang
Visitors: Lynn Carlin, James Lyall, Al Cochran, Karen Pence

1.   President Frank Spikes called the meeting to order at 3:50 p.m.

2.   Senator Eiselein moved for approval of January 15, 2008 minutes. Motion was seconded. Motion
        passed.

3.   Lynn Carlin and James Lyall – Technology Information update
        President Spikes introduced Lynn Carlin, Interim Vice Provost for Information Technology Services, and
        James Lyall, Associate Vice Provost for Information Technology Services, to provide an update on
        information technology (IT) at K-State. This is a critical year for information technology as K-State
        moves towards a new organization structure and other changes in IT services. They are looking at new
        ways to collaborate with faculty on IT services. They want to begin moving the enterprise IT units to a
        more enterprise-wide IT service, rather than so departmentally organized. Lynn covered some of the key
        priorities for understanding where we are today and some on improving IT services. The IT Needs
        Assessment will be conducted this semester. There will be targeted focus groups and open forums held
        within the next few weeks with the results posted for public review. This is patterned after focus groups
        held successfully at Iowa State. They are also looking at the IT Functional and Organizational Analysis
        with a basic goal of understanding our current IT organizational environment. The third assessment is a
        network infrastructure assessment led by James Lyall. They are bringing in an outside consultant to
        review K-State's current infrastructure and make recommendations for improvements. In improving IT
        services, James Lyall is chairing a group to assess email needs and alternatives analysis. Our current
        system only met 31% of the identified requirements. James Lyall discussed the email needs assessment
        and alternative analysis. The group has identified reliable solutions to better meet the needs of the
        university. He will be putting together a technical team to explore the details of Zimbra, a possible
        hosted, open source solution. There is no timeline yet established for moving to a new email system. He
        then briefly discussed iSIS, K-State's new student information system. Students were first able to log in
        to iSIS yesterday. Senator Jennifer Gehrt mentioned that faculty/advisors will be able to begin logging
        into iSIS on February 22 and students will then be able to access more information on that day.

        Senator Dodd asked about iSIS generating a separate ID from the Wildcat ID. Senator Gehrt explained
        that iSIS does generate a system ID but that the Wildcat ID (WID) will also be in iSIS and faculty and
        administrators will be able to use the WID to search for student records so they will generally not need to
        know the iSIS system generated ID.

        Senator Weninger said he would be leaving the university because the university IT infrastructure does
        not meet his needs at the graduate level. Senator Askey commented that Zimbra would have a pretty
        radical user interface from what people are used to seeing. He recommended that those every day users
        be consulted when implementing the new email system. Lyall said the first step is having the technical
        folks look at how to use Zimbra at the university. A very important next step is to involve the end users.

He also explained that an important factor in narrowing down to viable email solutions was looking at the solution's market presence to avoid working with companies with a small market footprint and Zimbra has a large number of e-mail accounts.

4.   Reports from Standing Committees and Student Senate

   A. Academic Affairs Committee – Doris Carroll
      1. Course and curriculum changes – Pages 4-7
      2. Final Exam Policy Proposal, second reading and vote – **Attachment 1**
         Senator Carroll moved to approve the Final Exam Policy. Senator Hendrix requested that "non-group exam" be added to IV. A. 2. a. …highest numbered "non-group exam" courses(s) to… Senator Sump commented that sometimes there will be conflicting classes in the same room for the final exam. Senator Aistrup commented that the proposed change will increase the conflicts that his department will experience if this policy is passed. Group exams are usually held for introductory courses where all sections of a class meet at the same time for the exam. Senator Hosni commented that since this affects the entire university and some departments will experience problems with this policy change he suggested those could be handled independently. Senator Aistrup pointed out that the proposed policy does not allow for any exceptions. Senator Montelone commented that the policy includes language to allow for problem resolution such as pointed out by Senator Aistrup. Senator Cauble mentioned that this is a space problem. Senator Aistrup said it is a room scheduling problem and a conflict for students with exams scheduled at the same time. Senator Knopp suggested turning this policy back for further review and resolution of conflicts. Senator Hosni requested a friendly amendment on page 2. II. 1. after 1st sentence add: "In case of an examination conflict, it may be resolved at the discretion of the dean upon the request of the department head." Senator Hendrix suggested a friendly amendment to insert: "non-group exam" into IV. A. 2. a. …highest numbered "non-group exam" courses(s) to…. Both friendly amendments were accepted by Senator Carroll. Motion carried.

   B. Faculty Affairs Committee – Betsy Cauble
      1. University Handbook Changes, Section E, first reading – **Attachments 2 and 2a**
         Senator Betsy Cauble presented the changes to the University Handbook, Section E: Leaves, Insurance, and Retirement Programs as a first reading. These changes are recommended to eliminate legislated or Board or Regents policy from the Handbook since faculty do not have control over these policies. Instead, reference is given to the KSU Policy and Procedures Manual which is kept current. Senator Ransom expressed concern about the changes and that there would be no negative impact on the power of the Faculty Senate. He requested that Faculty Affairs discuss these policy changes to ensure there is no negative impact. Senator Herald also observed that some additional language should be left in or added in various sections such as the reference being deleted about faculty receiving sick leave payment upon retirement. Otherwise, faculty may not know about this policy. Any suggestions should be provided to the Faculty Affairs committee for discussion at their February 19 meeting.

      2. PPM – Chapter 3070, informational item – **Attachment 3**
         Senator Cauble discussed new PPM – Chapter 3070, University Contracts and Agreements, which does not require Faculty Senate approval and is provided here for information purposes, only.

      3. Faculty Affairs Tracking Sheet, informational item – **Attachment 4**
         Senator Cauble briefly discussed the Faculty Affairs Tracking Sheet.

   C. Faculty Senate Committee on University Planning – Tom Vontz
       Nothing to report.

   D. Faculty Senate Committee on Technology – Michael North
       Nothing additional to report.

   E. Report from Student Senate – Tim Weninger

Senator Weninger announced that SGA is reviewing legal issues regarding allocation changes. The Cats in the Capitol and the Higher Ed days are this week at the legislature. The Student Senate passed a unanimous resolution to eliminate fall break and replace it with an entire week off for Thanksgiving. The filing deadline for student elections is this Friday. Students were sent an e-mail about a potential financial planning center. Parking Council regulations discussed visitor parking. Departments will be able to pre-purchase parking permits for visitors. The parking garage construction is on schedule.

5.   Announcements

   A.   Presidential announcements/Faculty Senate Leadership Council
        President Spikes announced that the university's budget presentation to the House appropriations committee will be tomorrow.
        President Spikes announced that he is representing Faculty Senate on the search committee for an interim Associate Provost for International Programs.
        President Spikes announced that IT forums will be held for Faculty Senate, if desired. If interested, contact Candace at the Faculty Senate office by this Friday, Feb. 15.

   B.   Kansas Board of Regents
        1. President Spikes commented that the Board of Regents is discussing the examination of workforce development at the universities, in particular producing technically competent workers. This Council of Faculty Senate Presidents is developing a position paper about a broader approach to educating our students.
        2. President Spikes reported that tomorrow the KBOR will discuss tuition capping or freezing. The Board appears to be somewhat split on this issue. He reported that President Wefald has provided a summary to the KBOR on the process that K-State uses to collaboratively determine tuition rates.

6.   New Business - none

7.   For the Good of the University
        Senator Dodd thanked President Frank Spikes for his efforts in the review process of Ken Holland, Associate Provost for International Programs.
        Anthony Carter introduced himself as Chief of Staff for SGA, representing student president Matt Wagner and mentioned that Matt Wagner will testify in support of K-State's tuition setting strategy.

8.   Adjournment- The meeting was adjourned at 5:35 p.m.

ACADEMIC AFFAIRS

1. **Course and Curriculum Changes**
   A. **Undergraduate Education**
      1. Senator Doris Carroll moved to approve the following course and curriculum changes as approved by the College of Business Administration on October 31, 2007:

         COURSE CHANGES
         College of Business Administration
         New:
         GENBA 399 Honors Seminar

         Changes:
         GENBA 499 ~~Honors Seminar~~ <u>Business Honors Project</u>

         Department of Marketing
         MKTG 400 ~~Marketing~~ <u>Introduction to Marketing</u>

         CURRICULUM CHANGES
         Department of Finance
         Changes to the Finance Degree:
         From: Nine hours of non-business electives in the finance degree track program.
         To: Three hours of non-business electives in the finance degree track program, and six hours of unrestricted electives.

College of Business Administration

(Outline approved by College of Business Administration on April 18, 2007)

The College of Business Administration and the University Honors Program welcomes qualified students to join the honors program at any point in their academic career in which they become academically eligible for admission into the University Honors Program. The University Honors Program is intended to recognize the high achievements of outstanding students who go beyond the curriculum requirements for a given degree program to meet the challenges of completing advanced study, scholarship, leadership, and citizenship activities that are embodied in the honors program.

I.   University Level……………………………….7 credit hours or equivalent required

   RETREAT for new students prior to fall semester (optional)

   GENBA 020   Students enroll in program each semester .... 0 credit

   GENBA 189   Introduction to University Honors Program .... 1 credit

   Other Requirements……………………………………………………………..6 credits
   - University honors courses are designated by the University Honors Program Director. These courses can be honors sections of required courses or elective seminars (most are 3 credit hours).

   - Alternative opportunities (e.g., study abroad) to generate university level honor credit hours must be approved by both the Director of the University Honors Program and the CBA Honors Program Director (or appropriate college representative). Under no circumstances will students be allowed to arrange for credit after the experience is completed.

II. College of Business Administration Requirements ....… . . . .…8 credit hours required

   - Honors Section of Business Orientation (GENBA 101, 0 Credit).

- Honors Colloquium (GENBA 299, 1 Credit Hour)
- Honors Seminar (GENBA 399, 1 Credit Hour)
- Honors Section of Business Strategy (MANGT 595, 3 Credit Hours)
- Business Honors Project (GENBA 499, 3 Credit Hours or one of the alternatives listed below)

(1) An independent study (GENBA 499) with a business faculty in which an Honors contract is signed between the faculty, the student, CBA Honors Program Director and the University Honors Program Director that would require a

Business Honors Project as the final output of the independent study experience. Examples of deliverables include placement in a national competition, publication in a peer-reviewed journal or proceeds, presentation in a professional organization and groups.

(2) An upper division 3-credit hour Honors course (beyond courses under the University- level Honors requirement) taken at Kansas State University that will culminate into an honors project approved by the CBA Honors Program Director, the University Honors Program Director, and the faculty responsible for the course.

(3) A 3-credit hour course taken in an approved study abroad program or international internship/service learning experience which will culminate in a Business Honors Project approved by the CBA Honors Program Director and the University Honors Program Director.

(4) An upper division non-Honors capstone course in the major in which an "Honors Contract" has been signed between the student, the instructor, the CBA Honors Program Director and the University Honors Program Director that details the additional requirement in the course that will fulfill the Business Honors Project requirement. The Honors Contract in a non-Honors course will be approved only in situations in which the final project in the course will fulfill the requirements of an approved Business Honors project.

III. Total Number of Hours ………………………………………………….. 15 Credit Hours
These 15 credit hours may possibly count toward the degree program requirements through careful planning.

IV. Completion of the above requirements would allow the student to be recognized on their transcript and at graduation as "Honors Fellow."

Motion carried.

2. Senator Carroll moved to approve the following course changes as approved by the College of Architecture on November 29, 2007:

    COURSE CHANGES
    Landscape Architecture/Regional and Community Planning
    Changes:
    LAR 444 Internship/~~Advanced Studies~~ Planning Seminar

    Interior Architecture and Product Design
    Changes:
    IAPD 391 ~~Contemporary Design~~ Topics in Contemporary Design Seminar
    IAPD 416 History of Furniture I, II

    Motion carried.

3. Senator Carroll moved to approve the following curriculum changes as approved by the College of Human Ecology on December 3, 2007:

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CURRICULUM CHANGES
Department of Apparel, Textiles, and Interior Design
Changes to the Bachelor of Science in Apparel and Textiles
- Change professional studies credit hours from 63 to 63-66 hours by adding AT 670 to the specialization in apparel design and production.
- Change unrestricted electives from 15-17 to 12-17 hours.

Department of Hotel, Restaurant, Institution Management and Dietetics
Changes to the Bachelor of Science in Dietetics
- Change general requirements from 64-66 hours to 61-63 hours.
- Delete 3 hours of computer science from general requirements.
- Under statistics, replace STAT 320 and 330 with STAT 325.
Under Program I:
- Change professional studies credit hours from 58 to 63. Delete HN 630, Change credit hours of HN 620 from 4 to 3. Add HN 631 and HN 632.
- Add HRIMD 562, HRIMD 570 to the Management semester.
- Add HRIMD 510, 516, & 517 to the Clinical Semester.
- Change unrestricted electives from 1-3 to 0-1.
Under Program II:
- Change professional studies credit hours from 43 to 44 hours. Delete HN 630 and HRIMD 445. Change credit hours of HN 620 from 4 to 3. Add HN 631, 632 and HRIMD 560 and 570.
- Change unrestricted electives from 16-18 to 18-20.

Motion carried.

B. Graduate Education – Senator Carroll moved to approve the following course and curriculum changes as approved by the Graduate Council on December 4, 2007 (**numbers in parentheses refer to the page number on the Grad council agenda**) :

Changes to
ENGL 662 Playwriting (75)
KIN 792 Health-Fitness Instructor Internship (75)
KIN 796 Topics in Exercise Physiology (75)
KIN 830 Advanced Public Health Physical Activity (75)
THTRE 662 Playwriting (76)
ACCT 884 Enterprise Information Systems Assurance (76)
EDSP 728 Characteristics of Emotional and Behavioral Disorders (76)
EDSP 742 Interventions: Emotional and Behavioral Disorders (76)
EDSP 743 Interventions: Academic Disabilities (77)
EDCEP 877 Practicum in Counseling (77)
EDCEP 948 Advanced Student Development Theory in College Student Affairs (77)
EDCEP 955 Professional Counseling Ethics (change in semester offered)
EDCEP 967 Advanced Counseling Appraisal (77)
CE 703 Responsibility in Engineering: Codes & Professionalism (78)
ARE 734 Advanced Mechanical Systems Design (78)
ARE 690 Senior Project (78)
ARE 710 Building Energy Analysis (79)
ARE 735 Electrical Systems Design (79)
BAE 636 Biological Systems Engineering Design Project (79)
BAE 660 Natural Resource Engineering II (80)
GERON 775 Perspectives in Gerontology (80)
GERON 776 Program Evaluation and Research Methods in Gerontology (80)

GERON 777 Public Policy: Economic & Social Impacts on Older Adults (81)
GERON 778 Aging and the Family (81)
GERON 779 Professional Seminar in Gerontology (81)
M.S. Degree in Kinesiology (82)
Graduate Certificate in Food Safety and Defense (83)

New
KIN 797 Topics in Public Health Physical Activity Behavior (86)
PHILO 801 Topics in the Philosophy and Methodology of Science (86)
ARE 725 Cold-Formed Steel Design (86)
ARE 630 Introduction to LEED (86)
CNS 629 Tilt-up Concrete Structures in Construction Management (86)
CNS 610 Pre-Engineered Metal Buildings (87)
BAE 665 Ecological Engineering Design (87)
BAE 669 Watershed Modeling (87)
BAE 865 Advanced Ecological Engineering Design (87)
BAE 869 Advanced Watershed Modeling (87)
CIS 734 Introduction to Genomics and Bioinformatics (87)
CE 704 Responsibility in Engineering: Leadership & Diversity (88)
FDSCI 750 Food Toxicants (88)
FDSCI 751 Food Laws and the Regulatory Process (88)
FDSCI 753 Risk Assessment for Food, Ag, & Vet Med (88)
FDSCI 810 Fermented Foods (88)
FDSCI 820 Advanced Food Microbiology & Biotechnology (88)
Masters of Science in Gerontology (89)

Drop
BAE 690 Non-Point Pollution Engineering (109)
BAE 761 Natural Treatment Systems (109)

Motion carried.

C. General Education

1. Senator Carroll moved to approve the following courses for UGE status as approved by the UGE Council on November 30 and December 14, 2007:

    New: (College of Arts and Sciences)
    DAS 300 The Great Conversation: Primary Texts Core Course (November 1, 2007 white sheets)
    SPCH 120 Introduction to Human Communication (November 1, 2007 white sheets)
    FREN 515 French and Francophone Culture (April 5, 2007 white sheets)

Motion carried.

2. Final Exam Policy – **Attachment 1**
   Action Item – Second reading and vote (see page 2)

Submitted by:
Jennifer Gehrt