

**MINUTES**  
**KSU Faculty Senate Meeting**  
**Tuesday, September 10, 2013 3:30 pm**  
**K-State Union, Big 12 Room**

**Present:** B Anderson, J Anderson, Auten, Bannister, Bennett, Bishop, Blair, Bloodgood, Bolton, Bonella, Bormann, Burenheide, Caldas, Cauble, Clark, Cochran, Cox, Crawford, Davis DeRouchey, Devore, Dille, Dissanayake, Dodd, Dover, Easton, Fallin, Farmer, Featherstone, Fullagar, Garcia, Goodson, Guzek, Hartman, Hoag, Holcombe, Hubler, Jones, Keen, Knackendoffel, Krishnamoorthi, Lara, Lavis, Linville, Lynn-Sherow, Moser, Mosier, Narayanan, Nuss, Pacey, Pahwa, Pankl, Patell, Ransom, Reed, Reese, Rintoul, Rogers, Satzler, Schmidt, Schooley, Sherow, Smith, Spencer, Spikes, Spooner, Stewart, Swilley, Unruh, Van Horn, Warner, Willbrant, and Zajac

**Absent:** Barden, Faubion, Goins, McCrea, Schermerhorn, Schultz, Sump, and Weiss

**Proxies:** Aakeroy, Armbrust, Beard, Brody, Chakrabarti, Ehie, Fees, Hosni, Jackson, Jani, Kingery-Page, Lindshield, Maatta, Markham, Raine, and Stark

**Guests/Visitors:** Christy Moran Craft, Mustaque Hossain, April Mason, Roberta Maldonado-Franzen, and Steve Starrett

**Parliamentarian:** Jerry Frieman

1. President Julia Keen called the meeting to order at 3:30 pm

2. Visit from Provost Mason

Topic for Discussion: University Climate Survey

Keen briefly discussed with senators a change to the format in our visits from Provost Mason. The change will allow for a topic of discussion rather than just a broad array of subjects. Faculty Senate will try this out for a few meetings to see if all feel it is a beneficial change.

Provost Mason reviewed with senators theme 5 of the K-State 2025 Strategic Plan and how it ties into morale of University employees. As was desired, a campus climate survey will be worked on; a steering committee has been crafted to include faculty, unclassified professionals, and classified staff members. This committee will begin its work shortly. Provost Mason took the opportunity this summer to research other universities and find out whether they had distributed climate surveys, and if so, what format they used. This is a time intensive process; however, it is desired to move forward as quickly as is reasonable. The Provost reported on concerns that were brought to her attention; one being to make sure the survey is fully administered by the committee. Her intent is to charge the committee and then step back. An outside consultant will be used and will be funded by carry forward funds from the Provost office. Input will be received by constituents throughout the process. There may be incentives offered to participate in this survey. Also, confidentiality will be key. Questions: Senator Knackendoffel wondered since there is such a diverse survey population, how will the survey be administered in order to allow for specific questions for each group and yet not cause ones to “drop out” of the survey before they complete it? How did other institutions do this? The Provost responded that in viewing sample surveys they noted there have been preliminary options with drop down fields so if you are faculty, for example, you select that option, and have specific questions for your position. This then encourages ones to continue through the survey and not drop out. A student survey will most likely be administered at a separate time. It was asked whether there be incentives for completing the survey. The steering committee will have much input on this. Senator Fullagar suggested that a major incentive would be a commitment from administration to do something with this survey results. Employees will want to be assured this is a document that will be used. Provost Mason agreed and offered that, for example, once survey results are available if a key issue is raised perhaps a

focus group can be used to interpret and convey why that particular issue was raised in order to address it. It was clarified that all staff, whether Manhattan, Salina, Olathe, or Extension will be included in this survey.

Mason also announced the full Campus Master Plan was made available this weekend. See the K-State Today announcement for more information: [http://www.k-state.edu/today/announcement.php?id=9845&category=from\\_the\\_administration&referredBy=K-State Today Home](http://www.k-state.edu/today/announcement.php?id=9845&category=from_the_administration&referredBy=K-State%20Today).

President Keen thanked the Provost for her visit to Faculty Senate.

3. The June 11, 2013 minutes were approved as submitted.
4. Annual reports to Faculty Senate
  - A. Affirmative Action report, Roberta Maldonado-Franzen – **Attachment 1**

Roberta Maldonado-Franzen gave a brief overview of the report. There has been an increase in complaints of allegations of discrimination and harassment over the past couple of years. They attribute this to education of the campus community about what this includes and therefore it has been reported more.
  - B. Grievance Chair report, Mustaque Hossain – **Attachment 2**

Mustaque Hossain briefly reviewed the report with senators. No questions were entertained.
  - C. Mediation Services report, Terrie McCants – **Attachment 3**

Terrie McCants was not present to provide an overview. No questions were entertained.
  - D. Ombudsperson report, Christy Moran Craft – **Attachment 4**

Christy Moran Craft noted most consultants were woman this past year. The primary complaints were surrounding current working climate. The Ombudspersons are recommending performance evaluation training for supervisors and employee. She also discussed a portion of Section C in the University Handbook, C46.3-C47.2, which raised concerns with them as well regarding evaluations, especially regarding the roles and responsibilities of the supervisor. Where there is a disagreement with the evaluation, the responsibility and follow through of the supervisor is unclear. Questions: Concern was voiced about the cumulative message of all these reports. It was asked if Ombuds work with faculty, unclassified professionals, and classified staff? They assist the first two groups. The past year there were a lower number of consultees; however, there have already been several meetings with consultees this year. There really isn't a pattern to speak of, but there is an up and down in the number of cases. It was asked whether the working conditions complaints are similar to each other or not. Cox responded this field is fairly generic for the sake of confidentiality. In most cases it's a working condition issue, not a climate issue. Cauble wished to assure senators that the issue with Section C is on the Faculty Affairs list of items to address.
  - E. Honor & Integrity System report – Steve Starrett – **Attachment 5**

Steve Starrett presented a few highlights from the annual report. There were twice the number of hearing and investigations last year as in previous years. The reporters typically report solid information for the basis of these hearings. Therefore, only about 5% of students that appeal a violation are actually able to clear the charge. It is important to have this opportunity available to all students. Starrett reported their office provides much education to the campus community regarding the Honor & Integrity System. He gave a brief overview of upcoming goals for the year. A concern was raised by a senator as to why juniors and seniors are compiling the largest group of violators. Starrett responded there is a large group of juniors and seniors, which contributes to the ratio. Senator Pacey asked if there are there plans to do change anything to endeavor to not have so many violations. One avenue they are trying is to determine where the largest number of violations is coming from and the smallest and then educating instructors. Senator Knackendoffel asked if there is a breakout of a data for face-to-face courses and on-line ones. Not currently; however, they appreciate all the suggestions and will look to the future to try and address these. Senator Cochran also recommended that instructors need to be

proactive about identifying for students what is a violation early on. Then there needs to be follow up to now allow it to be gotten away with if it occurs. This is especially so with repeat violators. Senator Fullagar asked what particular sanctions have been used. Starrett referred to the report to respond. Senator Spooner suggested a little more detail in the data be presented in future years. This would allow for better interpretation.

President Keen thanked all of our visitors for their attendance today. She reported to Senate no action is required on these reports as they are informational items.

## 5. Report from Standing Committees and Student Senate

### A. Academic Affairs Committee – Andrew Bennett (Rick Zajac presented in his behalf)

- Discussion agenda item (Page 6) (Supplemental information in **Attachment 6**)

- College of Human Ecology – New B.S. in Personal Financial Planning

Senator Zajac moved to approve the Bachelor of Science in Personal Financial Planning from the College of Human Ecology. He reported this is the same degree proposal that was presented on the June Faculty Senate agenda; however it was postponed until a core course correction could be made. It is now before us again. Senator Dodd had a question about the writing requirements. A representative from the college, Ann Coulson, was present to answer questions. She responded that each course has a strong writing requirement involved; however, she appreciated the suggestion and will note it for use. Motion carried.

Zajac reported on two other topics. The subcommittee working on the revisions to the Approval, Routing and Notification Procedures should have something to present to Academic Affairs in October. Also, Section F of University Handbook will be reviewed soon.

### B. Faculty Affairs Committee – Betsy Cauble

Senator Cauble reported there are no action items, but the committee has a lot on their plate for this year. She reported on a number of items.

An ex-officio member was approved by the Faculty Affairs Committee (FAC) to be added to the Faculty Salaries and Fringe Benefits Committee (FSFB) to assist them. Also, the FAC rep for FSFB this year will be Regina Beard. The Post-Tenure Review policy is on their docket. Comments and suggestions from Provost's office are being taken into consideration regarding the report. This will be coming forward for a vote by Senate hopefully within a couple of months. These procedures are to be developmental, not punitive. The task force worked diligently to make this not an overwhelming process. At their next meeting on September 17, Library faculty will report to them regarding proposed Open Access policies.

#### *University Handbook items:*

Appendix U in the University Handbook will be edited to clarify a few details of the Mediation Coordinator's role. When this individual is not available, there is not a backup. Appendix M in the University Handbook, which discusses the appeal process for a tenured faculty member who has been dismissed also needs editing. There are issues with timelines in this appendix and other items in that section as well which will need addressed. It was intended to review these issues previously, but due to other priorities it did not happen. Also, it has been brought to the FAC committee's attention there are non-tenure track assistant professors, which is not outlined in our University Handbook. Senator Spooner reported that in Section C11 this is allowed if they are a term appointment. Senator Cauble will look into this with the committee. There are a few changes that will need addressed in the University Handbook due to the approval of the Faculty Senate constitution revisions. Finally, the salary plan made changes to the handbook with regard to a bump in salary with a promotion. This will need amended as well in the handbook. It is already instituted, but needs updated in the Handbook.

There are many other topics they will be discussing such as dependent tuition benefits for part-time employees, also DCE fees for employees. Another topic is nine-month employees who desire to have their pay distributed equally over twelve months, or if not possible they would like to not have their health care costs bunched up during their last six pay periods, but rather distributed during the nine months of pay. Cindy Bontrager will visit the committee on Nov. 5. Safety issues have been raised as well due to new reporting mandates.

A question from a senator was raised by Senator Lynn-Sherow about graduate teaching assistants regarding appointment, etc. These individuals are on term appointments. Also, another senator asked about the nine-month pay topic in her report regarding the obstacles. Cauble and other senators responded to this question. This will be discussed by FAC once again.

C. Faculty Senate Committee on Technology (FSCOT) – Don Crawford

Senator Crawford reported that iSIS, KSOL, and Office 365 have been their main topics of discussed. He offered thanks to Diana Blake for iSIS not having large issues during the first few days of classes. This was due to their office's diligent efforts to make sure it was able to handle the load. He also commented KSOL will be eventually replaced, but not in the near future. Approximately 14,000 students were migrated from Zimbra to Office 365 successfully with the primary questions being about how to set up mobile devices. On September 12, 2013, as a pilot program, K-State Libraries and Information Technology Services will move to Office 365. The goal is to have everyone moved over by the end of this calendar year. Senator Lynn-Sherow noted this tiered transfer to Office 365 has presented many challenges in their unit due to the fact all her student workers are on 365, but the faculty are not and they are having major problems with sharing calendars, etc. Crawford asked her to get in touch with him and he will assist in a resolution to this. Senator Lavis reported they polled their students about wi-fi here on campus and have been having a lot of dead spots. Crawford thanked her for the information and responded there is a place to report exactly this problem. When you log into KSOL, on the left-side there is a section to report wireless connectivity issues. Please take a moment to use this avenue to report the area that is an issue. It was noted this is also an issue because of older routers on campus, etc.

D. Faculty Senate Committee on University Planning (FSCOUP) – Barbara Anderson

Senator Anderson began by requesting faculty volunteers to serve on the City/University Special Projects fund committee. They have one name so far, but need two additional faculty members to submit as recommendations. FSCOUP met on September 5; Cindy Bontrager visited briefly to discuss budget issues; however, she will visit again later in the semester. FSCOUP members discussed their plan for the year. They would like to meet with the new Associate VP of Campus Planning and Facilities Management. They would like to converse with him about Facilities and how this unit can function better with departments. Anderson reviewed other items that will be discussed during the year. City Master Plan is also being revised and it needs to be discussed how this will impact the University.

E. Student Senate – Kyle Nuss

Senator Nuss reported that Student Senate began meeting just last week and they are getting rolling. The biggest item on their agenda for this year is the Student Union renovation plans. Five architects were interviewed today and one was selected. The smoking on campus policy will be addressed this year. It may be a resolution will come forward through Faculty Senate by way of the Faculty Affairs committee. They also plan to bring up rental inspections again and mass transit with the new city commission.

6. Announcements (4:45-4:50)

Keen thanked all for attending the General Faculty meeting on September 5. The Faculty Senate constitution revisions were approved and a question and answer period followed with President Schulz. The new Professional Staff Affairs committee will begin meeting in November; however, they will meet with the Faculty Affairs Committee on Oct. 15 to elect a chair and discuss agenda items for the year. Caucus chairs were sent an email request to select members for this committee. It is crafted in the same format as FSCOT and FSCOUP.

7. For the Good of the University (4:50 – 5:00)

- Manhattan campus State of the University Address/Fall open forum – Friday, September 20, 2013, 3:30 pm, Alumni Center
- Salina campus State of the University Address/Fall open forum – Thursday, October 3, 2013, 3:30 pm, College Center Conference Room

President Keen reminded senators of the upcoming State of the University Address.

Senator Smith commented that the constitution revisions were approved unanimously.

8. The meeting was adjourned at 4:43 pm

2013/2014 Faculty Senate meetings (second Tuesday of the month; 3:30 pm; Union Big 12 room):

October 8, 2013 - **Photos at 3pm in Forum Hall**

November 12, 2013

December 10, 2013

No January meeting

February 11, 2014

March 11, 2014

April 8, 2014

May 13, 2014 (New senator orientation, 2pm, Union Big 12 room)

June 10, 2014

**DISCUSSION AGENDA  
ACADEMIC AFFAIRS**

See attachment 6 for supplemental information:

1. *College of Human Ecology (approved by college on April 23, 2013):*

*School of Family Studies and Human Services*

Add:

New B.S. in Personal Financial Planning