

MINUTES
KSU Faculty Senate Meeting
Tuesday, May 14, 2019, 3:30 pm
K-State Student Union, Big 12 room

2:30 p.m. Faculty Senate Orientation – all senators welcome
3:00 p.m. Reception for incoming, outgoing, and continuing senators (all senators)
3:15 p.m. Presentation of certificates to outgoing senators and recognition of Faculty Senate Leadership
3:30 p.m. Faculty Senate Meeting

Present: Almes, Andrews, Auten, Bannister, Barden, Barkley, Barnett, Barrett, Beebe, Behnke, Betz, Bitsie-Baldwin, Blankley, Bormann, Bradford, Bridges, Briggs, Caffey, Chandler, Charland, Chumachenko, Ciampitti, Clark, Crawford, Crow, Daniels, DePaola, Dodd, Douthit, Dunn, Durtschi, Easton, Eiselein, Erickson, Falcone, Ferguson, Finkeldei, Glasper, González, Hachiya, Hageman, Hauck, Hay McCammant, Heatherman, Hohn, Hsu, Hubbell, Hudgins, Hughey, Ireton, M. Kanost, Kempton, Kennelly, Kingery-Page, Korten, Krysko, Kulesza, Lehning, Lindshield, Linville, Littrell, Markham, Martini, McCornack, McDiffett, McGlynn, Nelson, Nguyen, Oetken, Passarelli, Penny, J. Pitts, Raine, Reed, Roozeboom, Rosenkranz, Sevin, Shappee, Sherbert, Skelton, Spooner, Stevenson, Stoney, Tanona, Vardiman, Von Bergen, Weaber, Wilken, J. Wilson, Wood, Yu-Oppenheimer, and Zajac

Absent: Bergtold, Chavez, Chengappa, Dogan, Hutchinson, Karamali, Larson, Luly, Renberg, Reznikoff, Tiemeyer, and Ugrin

Proxies: Aakeroy, Bach, Harding, Hettiarachchi, Higginbotham, Hosni, L. Kanost, Kiss, Lavis, Maseberg-Tomlinson, Meekins, Mirafzal, Patell, Saucier, Schermerhorn, and C. Wilson

Guests/Visitors: Erin Good, Hanna Manning, Gary Pratt, Bryan Samuel, Jay Stephens, Charles Taber,

Parliamentarian: Andrew Bennett

1. President Spencer Wood called the meeting to order at 3:34 pm.
2. Guests: Charles Taber and Jay Stephens (3:31-3:45)
Topics for discussion: Budget update and faculty/staff retention
Provost Taber opened his comments by expressing gratitude for the partnership and collegiality he has experienced with Faculty Senate Leadership during his first nine months at K-State.

Budget Modernization: Working groups for the service and revenue centers have been working on the process for targeted enhancement proposals. Soon the process for proposals will be shared with the university community that the Budget Review Committee will utilize, as well as the scoring system and the kinds of elements the committee will be focusing on in making decisions for funding awards. FY 2020 will be a challenging year due to continued declining enrollments and it is anticipated there will be a call-back of funds. Students supported a 3.7% tuition increase, but with the additional funding awarded by the legislature, the University revised the tuition request downward to 3.1%. The extra funds will also reduce the amount of funds recalled from the colleges in FY 2020. Administration is hopeful this will be the last year of enrollment declines and we should see enrollment increases starting in FY 2021 (AY 2020-2021).

Discussion: Does “call-back” really mean “base cut”? Yes. What are other Regents institutions doing? K-State will be the highest; last year we were the lowest with our tuition proposal. Recent Teaching and

Learning Center and Honors Program positions were advertised (both half-time). How will this figure into departmental budgets? When someone takes on additional administrative responsibilities, the Provost's Office will absorb that portion of their salaries. Also they are in the process of searching for the Vice Provost for Enrollment Management, Vice Provost for Student Success, and Associate Provost for Institutional Research. It was asked how much these searches are costing and what metric would be used to determine whether they are successful upon being hired? These are not new lines. They are replacements for positions that were not filled upon vacancy and they are being repurposed in the new organizational structure. We cannot afford to wait on filling those positions because they are critical to the new enrollment management focus to turn around enrollment trends. Declining state support has made us even more tuition dependent. In short, the metric used to measure success would be enrollment increases. Are departments getting information about shadow year performance? Deans have been getting this information and it's up to them to share with their departments. New KBOR strategic plan is focused on filling the gap in skilled trades. Do we know why students aren't coming to K-State? A greater percentage of Kansans are not going to any higher education, including trade schools. There is quite a lot of data showing that in times of economic upturn, males are more likely to want to go right into the workforce and females are more likely to go to school.

Vice President Stephens spoke to issues related to retention of faculty and staff. Most of our retention rates are fairly similar to most institutions of higher education. Faculty turnover tends to circle in the 5% to 8% rate; staff 8% to 11%. Stabilizing enrollments will provide us an opportunity to have increased funding to rectify salary issues. Health insurance is getting more and more expensive. The overall cost of insurance is not much different--the difference is in who is paying the premiums. Kansas put off making payments into the pension system and this has created significant pressure on employees because they are paying more of the pension investment than the employer. Paid parental leave is hoped to be approved on May 15th at the Kansas Board of Regents meeting (to be effective July 1st).

Discussion: President-elect González expressed gratitude for VP Stephens' leadership on the parental leave policy. A senator noted that retention is an issue that is exacerbated when new faculty leave as soon as they have used up their start-up packages. Stephens understood this concern. He reported that his unit has very little wiggle room in their budget to even address operations – for example, if something breaks, there is concern about having the necessary funds to replace or fix it. Stability in enrollment is what will “float all the boats.” Over the last decade since the financial downturn, what kind of variability has there been in retention? If there are upticks and downticks in retention, what are the causes for those that the campus could have control over? Taber mentioned that resignations in ranked faculty were as follows: FY (Fiscal Year) 15, 5%; FY 16, 10%; FY 17, <5%; FY 18, 6%; FY 19, 4%. Has anyone examined management practices to find inefficiencies to see where we can add positions where they are needed and take away positions where they are not? Vice President and Chief Information Officer Gary Pratt shared that his area is working on some pilot projects utilizing Six Sigma practices to examine the underlying business practices and technologies being used in the departments/units participating in the pilot to see where there are inefficiencies. Decentralization has been a good thing, but, in some instances, it has gotten in the way of getting things done. Payroll area was one of the pilot programs. Some efficiencies they have seen are 25% in time savings due to process improvements. Taber also added that service level agreements are being developed so that comparisons can be made with peers.

Provost Taber and Vice President Stephens conveyed appreciation for their time to visit with senators and thanked them for this thoughtful conversation.

3. The April 9, 2019 minutes were approved as distributed.
4. Approval of consent agenda (pages 7-8) – Tanya González (includes **Attachments 1 and 2**)

President-Elect González inquired if any items should be moved to the discussion agenda. Seeing none she moved approval of the consent agenda. Motion passed.

5. Report from Standing Committees and Student Senate

A. Academic Affairs – Jenny Bormann/Todd Easton

- Discussion agenda item (page 9) – Includes **Attachment 3**
Bormann moved approval of the Computer Sciences BS. Motion passed.
- Proposed revision to University Handbook, Section F83, Incomplete Grade Policy – **Attachment 4**
This policy was edited last year; however, workability of the approved policy at the deans' level was considered. Therefore, the policy was revised once again to change the process slightly. Bormann moved approval of the revised policy. Motion passed.
- Proposed Approving, Reviewing and Removing K-State 8 tags Policy (1st reading) – **Attachment 5**
Bormann asked that senators take this policy to their caucuses and bring comments to the June meeting for the second reading and vote.

B. Faculty Affairs – Charlie Barden/Amy Betz

- The Importance of TEVALs video: <https://youtu.be/GXvwCYaNUzE>
Due to misconceptions students have regarding the usefulness of the TEVAL process, the Teaching and Learning Center developed a video describing the TEVAL purposes and process. Senators watched the video. A recommendation was made to include how TEVALS affect promotion and tenure and reappointment decisions. If senators have additional corrections/suggestions for the video, they should be sent to Brian Niehoff (niehoff@ksu.edu).

C. Professional Staff Affairs – Kelly Briggs/Ashley Thomas

Briggs reported on the results of a job satisfaction survey that was conducted in the fall by the Professional Staff Affairs Committee. The idea was to learn about the concerns that professional staff have. The survey was based on a Qualtrics template on faculty job satisfaction. Overall, the responses show that staff are satisfied with working at K-State. Some areas for improvement identified include: talents adequately being utilized (there is significant room for improvement in this area as many feel they have skills that could be beneficial to their unit that are not tapped into); other areas that were frequently mentioned as needing to be improved are consistent evaluation structures, pay equity, professional development opportunities, recognition for efforts, and having a voice in unit/college/university decisions. Next steps are to continue to ask for a targeted salary enhancement plan for professional staff; look at ways to work with HCS on high-impact/low-cost benefit opportunities; conduct an open forum discussion in the fall to hear from constituents (and one in the spring, perhaps); and work with leadership to address issues of climate and morale.

D. Student Senate – Hannah Heatherman, Speaker of the Student Senate/Jansen Penny, Student Body President

They will be meeting with each dean this summer to talk about doing away with departmental fees and will also visit about college fees. They would like to have faculty senators reach out to and encourage students to get involved with student government. Student Senate will also look to having further discussions in the fall on the Principles of Community and will conduct a vote at that time.

E. Technology – Brian McCornack/Michael Raine

- 2018 Data Access Report – **Attachment 6**

It was reported that the original policy was written when there were no free email accounts for personal use. Work email was considered a perk. Most employers claim work email is fair game and reviewable and this policy update is going in that direction. Discussion: 1) Are affected employees notified in advance of when their email accounts are being reviewed? It is specific to the circumstances. For illegal or health and safety matters, the employee would not be notified. 2) Would this allow for investigation of an employee who may have written an email criticizing a member of the Board of Regents? No response. 3) When an open records request is made, wouldn't it be appropriate to let an employee know a request had been received regarding their account? Faculty Senate Leadership has had extensive discussion about this – not the illegal activities – but in cases occurring in politically volatile times when such FOIA requests might be misused. Pratt agreed that it would be good practice to inform the target. Requestor's are charged for the redaction of materials, etc. The cost can become prohibitive. Kansas Open Records Act is something we are required to comply with. There are exceptions that are not covered (copyright, for example). 7 out of 10 times exception applies. From a practical standpoint, it's hard to imagine a case where the employee would not be informed.

- New email scam is going around. Be really careful when reading email that asks you to do anything. Be vigilant!

F. University Planning – Valerie Barnett/Laurel Littrell

- Budget modernization was subject of last meeting. Guests were Vice President Jeff Morris, Dean Lori Goetsch (Libraries), and Head Joelle Pitts (Libraries) spoke about service level agreements. They discussed what services would be a base part of the agreement and what would be add-ons.
- City-University funds: existing funds have been committed for the next three years toward campus cross walks and other safety issues already agreed upon. Thereafter, the bulk of funds are dedicated to the north campus corridor project. There are safety and security issues in and around campus that need to be addressed. Will be working to keep these issues in front of leaders so they can be addressed.
- Continuing to review CCOP election procedures with colleges to make sure they are up to date.

6. Unfinished Business

A. Proposed changes to University Calendar Committee policies and procedures – **Attachment 7**

Change refers to the process for setting spring break each academic year. We used to move spring break to accommodate the Board of Regents meeting each March. New policy standardizes that spring break will be the 9th week of the spring semester. The changes to the University Calendar Committee's policies and procedures was approved. See conversation in 6.C.

B. Proposed change to Academic Calendar for Fall 2020 through Spring 2022 – **Attachment 8**

The proposed change to the Fall 2020 through Spring 2022 calendar was approved. See conversation in 6.C.

C. Proposed Academic Calendar for Fall 2022 through Spring 2025 – **Attachment 9**

Senator Barrett moved to have the proposed calendar sent back to the calendar committee. In Fall 2024, students will be in class for 60 days with no break which can create mental health issues. Discussion: senators expressed concern as this impacts classes that meet once per week and this effectively causes a loss of an entire week in the semester for those classes. Another senator expressed that there used to be a fall break that no one thought made sense. Those two days were added to Thanksgiving week to provide for a full week break at that time. Senator Barrett reported that the October fall break issues were presented to Provost Mason in 2015 and there was assurance

this would be considered in 2016, however, it has not been addressed. October is when the most mental health issues appear. The original motion to approve Attachments 7-9 was amended by Senator Lindshield to approve Attachments 7 and 8. Motion was seconded and passed. Discussion on Attachment 9 continued. A senator suggested shortening the length of winter break and having students start the spring semester earlier. The one or two day break causes many scheduling complications. The statistics being cited in regard to student mental health should be matched with statistics on the impact on academics. Senator Barrett amended her motion to ask that the 2022-2025 calendar be rejected and that there be consideration of the addition of a fall break. Amendment passed. The proposed calendar for Fall 2022 through Spring 2025 will be sent back to the Calendar Committee to ask that fall break be considered. Motion passed. President Wood and President Elect González will contact the chair of the University Calendar Committee regarding this request.

7. Announcements

A. KBOR meeting report

- DRAFT Revised KBOR Strategic Plan – **Attachment 10**
Comments on the new strategic plan should be forwarded to Senator Gonzalez.

Parental leave policy will be voted on at the BOR meeting on May 15th.

The Regents' Council of Faculty Senate Presidents met regarding the Open Alternative Textbook initiative and they have agreed to make this their priority for the next academic year. The Faculty Senate Presidents at the other KBOR universities conducted surveys of their faculty to ensure there is support for this initiative. K-State has been the recognized leader in this endeavor and has been recognized publicly for our efforts. Brian Lindshield has been appointed to the task force that will be working on implementation throughout the system.

8. Open discussion period for senators as needed

- Senator Ireton expressed concern about the lack of communication in regard to the shooting at the Foundation Building. The alerts in the building Senator Ireton was in announced that people should avoid the area but never defined what area that was. He was unsure if his building was safe or not. He was informed the Manhattan Area Technical College was on full lockdown. People with children at the daycare did not know if they were safe. Many issues were raised resulting from poor communication. It was requested that Faculty Senate Leadership Council convey these concerns to administration so that efforts can be made to prevent this kind of concern if needed in future.

9. The 2018-2019 Faculty Senate meeting adjourned at 5:39 pm.

1. President Tanya González called the 2019-2020 Faculty Senate meeting to order at 5:41 pm. Recognition that we stand on the treaty lands of the Kaw Nation and that there are four federally recognized tribes in Kansas: the Kickapoo, Prairie Band Potawatomi, Sac and Fox, and the Iowa Tribe of Kansas and Nebraska.
2. Election of the Faculty Senate President-Elect
Candidate: Mindy Markham – **Attachment 11**
Senator Bormann nominated Senator Markham and summarized Senator Markham's qualifications. Senator Markham accepted the nomination. No further nominations were received and nominations were closed. Senator Markham was unanimously elected as President-elect.
3. Election of the Faculty Senate Secretary

Candidate: LaVerne Bitsie-Baldwin – **Attachment 12**

President Gonzalez requested additional nominations. There were none and nominations were closed.
Senator Bitsie-Baldwin was unanimously elected as Secretary.

4. The meeting adjourned at 5:45 pm

Respectfully submitted by:

Suzy Auten,
Faculty Senate Secretary

Next meeting: Tuesday, June 11, 2019; 3:30 pm, Union Big 12 Room

**ACADEMIC AFFAIRS
CONSENT AGENDA**

Approve the following course and curriculum proposals:

A. COURSE AND CURRICULUM PROPOSALS:

To view full proposals, see the **Curriculog Agenda**: <https://kstate.curriculog.com/agenda>

To view the proposals in Curriculog,

First - Login to Curriculog using your K-State eID and password
<https://kstate.curriculog.com>

Second - Go to the course or curriculum agenda as links listed below.

From the list of proposals, hover over the proposal and click View/Edit Proposal Icon

In User Tracking, change "Show current" to "Show current with markup"

View the proposal

Use the browser back button to return to the agenda and select next proposal

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

COURSES: <https://kstate.curriculog.com/agenda:717/form>

Agriculture	ASI - 777 - Fresh Meat Technology ENTOM - 602 - Forensic Entomology ENTOM - 860 - Insect Genetics
Architecture, Planning & Design	IAPD - 431 - Visual Communications II INDD - 310 - INDD Digital Applications INDD - 320 - INDD Design Studio II INDD - 325 - Human Factors in Industrial Design INDD - 350 - Product Semantics INDD - 435 - INDD Design Studio III INDD - 440 - INDD Design Studio IV INDD - 500 - Materials and Manufacturing Processes
Arts and Sciences	AMETH - 550 - Practicing Social Justice ANTH - 364 - Archaeological Myths and Mysteries ART - 304 - Digital Illustration ART - 306 - Basic Digital Photography for Non-majors ART - 311 - Drawing II ART - 315 - Basic 3D Modeling & Printing ART - 529 - Color Printmaking Workshop MC - 478 - Entertainment and Strategic Communications MUSIC - 248 - Songwriting MUSIC - 493 - Music Business POLSC - 145 - World Politics POLSC - 155 - Introduction to Political Thought
Education	EDCI - 310 - Foundations of Education EDCI - 311 - Current Issues in Education: Global Perspective

	EDSEC - 621 - Program Planning in Career and Technical Education EDSP - 509 - Introduction to Autism Spectrum Disorders
Engineering	CC - 310 - Data Structures and Algorithms I CC - 315 - Data Structures and Algorithms II CC - 410 - Advanced Programming CE - 212 - Elementary Surveying Engineering CIS - 415 - Ethics and Conduct for Computing Professionals CIS - 450 - Computer Architecture and Operations CIS - 531 - Introduction to Programming Techniques for Data Science and Analytics
Technology & Aviation	BUS - 366 - Management with Information Technology BUS - 390 - Foundations of Business Law BUS - 400 - Marketing Techniques and Applications BUS - 420 - Management Perspectives BUS - 421 - Applied Operations Management BUS - 450 - Integrated Finance BUS - 530 - Practices of Industrial and Labor Relations BUS - 531 - Strategic Human Resource Management BUS - 542 - Personal Selling and Sales Management

CURRICULUM CHANGES: <https://kstate.curriculog.com/agenda:718/form>

Arts and Sciences	Minor in Music – Musical Theatre (new) Political Science Minor Social Work B.A./B.S.
Engineering	Computer Science Certificate (new) Industrial Engineering (IE) (B.S.)
Technology & Aviation	Applied Business and Technology (TCMG) (B.S.)
Veterinary Medicine	Master of Public Health (M.P.H.)

ACADEMIC AFFAIRS DISCUSSION AGENDA

Approve the following curriculum change (*see attachment 3 for supplemental information*):

To view the full proposal, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:719/form>

Engineering	Computer Science (B.S.)
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