

Faculty Senate Minutes 1/28/2019

The ninth regular meeting of the 2018-2019 Faculty Senate took place on Monday, 28 January 2019, at 3:10pm in 123 Hathaway Hall.

NAME	Attendance	Department	Office
Shawn Lucas	PRESENT	Ag, Communities, and Env	Academic Policies
Leigh Whittinghill		Ag, Communities, and Env	Chair, Curriculum
Richard Cristan	PRESENT	Ag, Communities, and Env	
Ken Semmens	PRESENT	Aqu and Aquatic Sci	Vice Chair, Bud &Ac
Herman Walston	PRESENT	Fam and Cons Sci	Professional Concern
Erin Gilliam (Parliamentarian)	PRESENT	Soc and Beh Sci	Vice Chair, Acad Pol
Mara Merlino (Vice President)	PRESENT	Soc and Beh Sci	Professional Concern
Jyotica Batra	PRESENT	Math and Comp Sci	Academic Policies
Clifton Wise		Math and Comp Sci	Professional Concern
Caroline Gibson	PRESENT	Hum and Perf Arts	Chair, Prof Concern
Marlin McKay	PRESENT	Hum and Perf Arts	Chair, Acad Policies
Helen Smith (Secretary)	PRESENT	Hum and Perf Arts	Secretary, Curriculum
Dantrea Hampton	PRESENT	Library	Vice Chair, Curricm
Rene Desborde	PRESENT	Bus and Tech	Budget and Ac Sup
Jason Keeler	PRESENT	Edu and Hum Dev	Secretary, Acad Pol
Phillip Clay		Edu and Hum Dev	Chair, Bud & Ac Sup
Li Lu	PRESENT	Nat Sci	Vice Chair, Prof Con
Bruce Griffis	PRESENT	Nat Sci	Secretary, Bud & Ac
Rebecca McCoy	PRESENT	Nur and Health Sci	Curriculum
Lisa Turner		Nur and Health Sci	Budget and Ac Sup
Robert Griffin	PRESENT	At-large (Hum and Per)	Curriculum
Joe Moffett (President)	PRESENT	At-large (Hum and Per)	
Debbra Tate	EXCUSED	At-large (Library)	Secretary, Prof Con
Allison Young		At-large (Ag, Coms, En)	Professional Concern
Swagata Banerjee	PRESENT	At-large (Bus and Tec)	Academic Policies
Non-Senator Committee Members			
Nkechi Amadife		Library	Academic Policies
Ken Andries	PRESENT	Ag, Communities, and Env	Curriculum
Changzheng Wang		Ag, Communities, and Env	Curriculum
William Welsh		Edu and Hum Dev	Budget and Ac Sup
Mike Unuakhalu	PRESENT	Math and Comp Sci	Budget and Ac Sup
Farida Olden		Ag, Communities, and Env	Professional Concern
Guests (in order of sign-in)			
Kim Sipes	PRESENT	Academic Affairs	Deputy Provost
Tierra Taylor	PRESENT	BSS	Chair
Buddhi Gyawali	PRESENT	Ag, Communities, and Env	Faculty
Will Reilly	PRESENT	BSS	Ombudsman
David Shabazz	PRESENT	LLP	Assoc. Chair
Elgie McFayden	PRESENT	PUA	Chair

1. Call to Order: The meeting was called to order at 3:14pm, with quorum.

2. Approval of Agenda: The agenda was approved without changes.

3. Approval of Minutes of the 10 December 2018 Faculty Senate Meeting: The minutes were approved without changes.

4. Faculty Senate President Report: Senate President Joe Moffett reported on the following issues:

- The items approved at the last Senate meeting in December have been approved all the way up through the President's office.
- Recently, Moffett and Ombudsman Wilfred Reilly met with Executive Vice President for Finance and Administration/CFO Doug Allen, and they learned some good news about recovering indirect costs [detailed below in the Ombudsman's report]. There is also some good news about pay for area coordinators: conversations with President Brown and Provost Yates on the topic were both positive.
- President Brown mentioned a change to the annual faculty evaluation calendar. He would like us to consider moving the process up a bit, so that the meeting between the faculty member and the chair would be completed by January. The faculty member would need to fill out the self-evaluation forms by December. President Brown foresees merit pay becoming a possibility, but for that to happen, we would need to have the evaluations happen early in the year.
 - Question: the way evaluations are done currently, the faculty member has to predict ahead of time what they will do. Why don't we have the President back up the calendar year? This way we would be rewarded for what we have already done. Moffett responded that the President's idea is for the new evaluation period to cover the calendar year—from January to December. He has brought this idea to PCC and that PCC Chair Caroline Gibson will be addressing it in her committee.
- The Provost is trying to gather people together to discuss Maymester. Moffett asked Senators to send him or APC Chair Marlin McKay any ideas they have about Maymester
- Moffett is still working on updating the Faculty Handbook. He asked Senators to send him departmental benchmarks for their departments, if they know that their benchmarks are not in the Handbook. The Provost has noted that this part of the Handbook is disorganized and in need of revision.
 - Question: when will we get a new Committee Book? The Academic Appeals committee has been working without new members, and some members have been serving longer than their allotted time. Moffett replied that the Committee Book usually comes out of Academic Affairs, but that Senators can work with him to get new members on that committee.

5. Green Ribbon Report, Phase II: Vice Provost for Academic Affairs Beverly Schneller gave the following report (*italicized material is taken from her PowerPoint*):

- Schneller thanked Senate for allowing her to share this information.
- *The Green Ribbon Relaunch 2019:* Dr. Patricia Higgins is the faculty chair, and she and Schneller will co-chair the Green Ribbon 2, which is launching.
- *First Phase of the Green Ribbon Commission: The first phase was focused on program review:* retiring programs, changing programs, evaluating new program options. Schneller and Higgins met with Provost Yates to review the results of Phase 1.
- *Phase II- Building the Curricular Future: Getting started: looking back at the programs faculty proposed in the Spring 2018.* Phase II will be focused on looking at the list of programs identified last March to see if those are still directions we feel comfortable going in. What happened before is that faculty evaluated programs and determined what programs needed change or elimination. Phase II will be looking back at these changes and determining what further changes should be made. The process for staffing the committee has not been formally determined. We'll start by looking at the programs you've already thought about and getting confirmation of what faculty still want to go forward with.

- *Process Steps:*
 - *Ask yourself if these still the directions you want to go and why*
 - *Capacity questions- what we can deliver within current resources*
 - *Interest questions- what students want to know/need to know/could know*
 - *Surveys and data to support development of new programs- employment and graduate programs*
 - *Explore opportunities for cross-college collaborations-who is able to assist on campus*
 - *Build on existing projects – QEP, QA Commons (EEQ), program accreditations, community partnerships*
 - *Funding sources- what grants and foundations would we [generate?] interest in KSU with new programs*
- Schneller explained her experience in building academic programs based on a wide range of data sources. The early Green Ribbon Committee meetings will be concerned with capacity questions: what can we do within our current means and capacity to meet student needs? Then, the committee will be looking at student feedback and employer feedback, as well as national dialogues about curriculum. In the future—two or three years from now—what are the employment and research needs going to be? We will be building on existing projects: the QEP is going to be on developing a Robot-Proof education. We'll have the QEP with us for five years, and it will include new curriculum and experiences for students. We also have a project through CPE, the EEQ project (the Essential Employment Qualifications), which is focused on a set of employee dispositions: communication, interaction with others, teamwork, etc. We have identified professional programs at KSU that will be certified through EEQ.
- Programmatic Accreditation: President Brown wants us to be sure that all the academic programs that can have accreditations do have them, and the ones that already are accredited, maybe they can move up to accreditation by a higher ranking body. We will be looking to get these programs accredited. When you put these pieces together – new programs, accreditation – these will all be part of the Green Ribbon conversations.
- We will also be asking, what programs can we get grants for to build curriculum? Where can we offer new and innovative programs for students?
- *Schedule of Work: In-Process but for now:*
 - *Co-chairs of the effort- Dr. Higgins and Dr. Schneller*
 - *Essential partners (non-faculty)- Student Affairs, IR, IE, Advancement*
 - *Committee launches work in February (committee members TBD)*
 - *Preliminary report to the President in April 2019*
- Schneller explained that Student Affairs, IR, Faculty, Advancement and Community Stakeholders will be working together to create a report for the President.
- *One Last thing: Report template- Curriculum proposal form plus additional information such as peer aspirant and comparative programs data, etc.*
Schneller noted that in looking at the different ways we can do this, we should expand on the curricular program we already use – adding an annotated bibliography on a budget will make it more uniform.
- Title III Funds: Schneller displayed a draft document regarding travel funding. She explained that last fall, President Brown had talked about the Kentucky State Professional Travel Fund (KSPTF); these are the T3 funds. This document spells out the nature of the funding and the application and awards process. Academic Affairs will make an announcement with links to the form once it has been completed. The travel-fund committee will meet once a month; their focus will be on upcoming travel, not completed travel. The committee will develop an evaluation tool for determining awards. The application form is

the same as faculty would fill out for any other travel application. This is the fund that is developed for faculty, staff and students for travel reimbursement. Student travel is still under Dr. Bergin's office. But this fund is for students traveling with faculty. Faculty will be notified when the process of forming the committee begins. - - Moffett asked how long the money (\$100K) would be available. Schneller replied, one year, renewable. She added that the money is also for research travel, or artists teaching master classes. Moffett noted that the President is encouraging faculty to use these funds. Schneller reminded senators to notice that there are restrictions on funding and T3 eligibility. Christina Jones is the new director for T3, and she will be involved with the committee.

- **SACS Update:** Schneller stated that the university is getting ready to send in the Focused Report, which is our response to the off-site committee's review. The on-site committee will be arriving on a Monday night [March 18th?]. They will be on campus on the 20th. They will be interviewing groups of faculty. Schneller said to mark this date and be ready. They will send a list to Academic Affairs and say they'd like to meet with the graduate faculty or the faculty of this department, etc. Academic Affairs will then be sending invites. The Co-op Extension Resource Room is the meeting place. Dr. Silver will be returning at the end of February to do a mock interview with members of the faculty and the campus community. The on-site review is like a combination of going to court and being cross examined and defending your dissertation – they are looking to verify that we are who we say we are. The other thing they want to know is what this place looks like in person.

5 minutes were added to the discussion.

- **Graduate Applications Update:** Schneller explained that her office has been working more with the graduate applications issues. Graduate Studies has been passed to Schneller. She is receiving test scores, applications, letters of application. On Friday mornings, she farms those out to the Deans. She directed Senators who are recruiting graduate students to send the prospective students to the Registrar, who will give the applicants what they need. We are looking at purchasing a software system for the processing of graduate applications. The process is now streamlined in a way that is consistent.
 - Question: do students go through Wired to submit a graduate application? Schneller responded that wherever the electronic application for a particular program is housed, the process begins there.
 - Question: in an email, you asked for rubrics and artifacts for General Education courses. What did you mean by artifacts? Schneller replied, actual student work – some examples of student work that we can map into our report, just one or two that we can incorporate as a representative sample at this time.

6. Curriculum Committee: Chair Leigh Whittinghill was absent. In her absence, Moffett reported on the Journalism/Mass Communications Action Items that he had received from her:

- FSCC 18-19-17 New courses in Journalism: There are two new courses in Journalism: JOU 201 Media Literacy and JOU 202: multimedia journalism, which will be added to the Mass Com/JOU major. These two courses will be part of a new certificate in Digital Communication. Guest David Shabazz, Associate Chair of the School of Humanities and Performing Arts, explained that the department is making some changes to the major, starting with four new certificate programs, including one in Digital Communication. These two courses are instrumental to that certificate. He said that the faculty are trying to overhaul and modernize the major, as the curriculum in some classes is quite dated.
 - Moffett asked if these revisions would happen this year. Shabazz replied, yes, after the SACS visit.

Vote: voice vote – unanimous yes, with no abstentions

b. FSCC 18-19-18 New Certificate in Journalism: Shabazz explained that this certificate is designed to attract students outside of the major and also dual credit students. He noted that the classes in this certificate are not new classes; they are currently being taught in the major.

- Moffett noted that the spirit of these certificates is like the certificate programs in Land Grant.

Vote: voice vote – unanimous yes, with no abstentions

c. FSCC 18-19-19 New Certificate in Public Relations: Shabazz noted that these courses are already on the books; it's just a matter of bringing them together under the certificate.

- Question: is the certificate recorded on the transcript? A Curriculum Committee member replied that the student receives a supplementary document with the certificate, and it is on their transcript.

- Moffett noted that there is a national shift towards micro-credentialing, which is a trend in higher education mentioned in the *Robot Proof* book. Part of the appeal of credentials is that they are fewer hours than a major or a minor.

Vote: voice vote - unanimous yes, with no abstentions

d. FSCC 18-19-20 New Certificate in Broadcasting: Shabazz explained that this certificate is similar to the others just passed.

Vote: voice vote - unanimous yes, with no abstentions

e. FSCC 18-19-21 New Certificate in Digital Communication: Shabazz noted that the two new courses just passed are to go into this certificate. The other courses in this certificate are already on the books.

Vote: voice vote – unanimous yes, with no abstentions

7. Budget and Academic Support Committee: Chair Phillip Clay was at a conference, so committee member Bruce Griffis reported on the following items:

- The members of BASC had worked to develop an inventory worksheet for classrooms, to examine how much seating was available, is the room ADA compliant, is the seating moveable or fixed, etc. The spreadsheet compiled by BASC contains that information for all the primary classroom centers on campus. Griffis explained that Chair Clay then developed a summary of the findings. Thus, we can know for the future that if an instructor goes to HH 224, what is available in there. The summary notes the positives and negatives for each building—for example, projectors and smart boards, etc. To sum it up, there are areas that need improvements, and hopefully they will be budgeted. We know that the instructional budget should include classroom amenities and updates, not just faculty salaries.
 - Moffett added that at a recent University Forum meeting, President Brown had mentioned wanting an inventory of our academic spaces, so Moffett sent this BASC inventory to Brown in the hopes that it would be helpful.
 - Griffis responded that whether rooms are labeled as “classroom” or as “lab space” makes a difference in funding from CPE, so we want to make sure we are taking advantage of those facilities funds the best we can.
 - Moffett noted that he had asked the Provost about getting access to the instructional budget; the Provost explained that it's complicated because his office doesn't manage the whole instructional budget, just the small operating budget which he oversees. When Moffett met with Provost Yates and explained that the faculty want a representative in budget talks where the instructional budget is discussed, Yates was positive in his response.

- Question: do the Smart Boards work? Griffis responded that the boards are working but many of the connections are RGB, not HDMI. Maybe in the future, we can get the connections all uniform. A Senator noted that in some rooms there is a Smart Board, but a power cord is nowhere to be found.

8. Professional Concerns Committee: Chair Caroline Gibson reported on the following issues:

- The committee discussed the proposal to change the current faculty evaluation calendar to a calendar-year rather than an academic-year format. This change would allow faculty to report the activities they've done in order to apply for merit pay. The committee members wanted to know President Brown's vision for what the criteria would be in terms of merit pay, and how that will be connected to the current faculty evaluation process.
- KSU Police Chief Barbara Hayes came to the committee meeting to discuss the parking issues. Hayes noted that the department has been understaffed and they didn't have ticket books. They will soon have interns to help issue tickets, and hopefully the parking enforcement problems will lessen.
- Committee member Mara Merlino will continue to work on the Coordinators Survey.
 - Moffett added that he met with President Brown after meeting with the committee. He asked the President about the merit pay idea. Providing the caveat that he cannot speak for the President, Moffett stated that Brown said the intention is to initiate faculty merit pay. He recognizes the need to augment low salaries, and that this would be a short-term way of dealing with some salary issues. Moffett asked Brown if the merit pay would go to the salary-base or be a bonus. Brown suggested it would be a 1-2% addition to the base, to slowly increase a faculty member's base pay if the faculty member is meritorious year after year. Brown said there would be lots of conversations about how this pay could be calculated, and that Faculty Senate can help this process by changing the evaluation calendar. Moffett noted to Brown that Area Coordinator pay was also a way to augment salaries, and Brown was open to this suggestion.
 - A Senator thanked PCC for reaching out to the Chief about the parking issue. A committee member replied that the Chief implied that the issue is not really resolved: the police department is still gelling, and we'll see changes in the number of officers, the budget, etc., but she is aware of our concerns.
 - Question: how can we get the word out to faculty and students when they close off parking spaces? Gibson replied that the KSU Police do have a strong presence on Twitter/Facebook. A committee member added that they would send this issue to the Chief, asking that such parking changes be posted in the campus PR announcement.

9. Academic Policies Committee: Chair Marlin McKay reported on the following issues:

- Attendance was low for the committee's first meeting of the semester, so they didn't move forward on any issues.
- The proposed academic calendar drafted by committee member Jason Keeler parallels the current calendar, except that the semester would end before Thanksgiving. The committee members were asked to field their department chairs on this issue. It had been brought to the committee's attention that some other institutions end their terms before Thanksgiving. Considering our difficulties with teaching after Thanksgiving, the idea was that we'd start a week earlier and end before Thanksgiving. This change would solve the issue of the post-Thanksgiving dead weeks and allow students to work over break. This change would also allow for Winter Terms and Maymesters. The proposal was supposed to be sent out to the department chairs. McKay noted that he will get this sent out.
 - Moffett said that this idea has come from both the President and the Provost: classes would begin the Wednesday or Thursday of Encampment Week. The committee suggested graduation could be the Friday before Thanksgiving. This schedule would allow us more time for Winter Term.

- Keeler added that the idea is to give students just one travel-home break, and then they will have a longer Christmas break. This change would also give faculty a larger window to do research during the winter or to break up their teaching.
- Moffett noted that many students live far away, so this change would eliminate the travel problem.
- McKay stated that this change could also generate a potential energy savings for the university. He will send the proposed calendar out with the next meeting notice.
- Moffett noted that KSU is within or above the 37-to-42-hour range of instructional hours federally mandated. We had 43 instructional hours in the fall and 44 in spring.
- APC is working on transitioning back to paper student evaluations instead of online evaluations in order to improve student feedback.
 - Moffett noted that President Brown had asked him what kind of instrument we're using for student evaluations, and he seems to be open to having the instrument and means of distribution overhauled.
 - A senator suggested a phone app, so evaluations could still be proctored in the classroom. Another Senator noted that at one time, PCC did suggest a revision, but it was rejected by the administration.
 - Moffett stated that at his former institution, they postponed publishing grades unless students submitted course evaluations.
- APC is working on a list of items given to them by Moffett.

10. Faculty Ombudsman Report: Ombudsman Wilfred Reilly reported on the following issues:

- The Indirect Costs recovery process: President Brown asked Reilly and Moffett to look into this issue. They met with VP Allen last week and got a deadline for the implementation of repayments: July 1, 2019. The decision has been made to go with lump-sum one-year transfers of 20% of all indirect costs for the previous fiscal year. There seems to be a lot of confusion on all sides. Allen says there is no major problem in communication between Banner and ADP, and that if any issue has existed, it has been fixed. That is not the reason for the delay. There will be a banner budget line accessible by the PI, created 1-2 weeks before the July 1 transfer. Principal Investigators can use their reimbursement for anything related to PD, including providing scholarships for students – everything but salary.
 - Moffett added that this 20% of indirect costs refers to money that was spent, not money that was budgeted. This means money spent from July 1, 2018 to June 1, 2019, no earlier fiscal period.
 - Question: is there a time limit to spend the money out of the IDC account? Reilly answered that he will check.
 - Moffett noted that VP Allen stressed that the T3 money should be used first for faculty travel, then the IDC money.
- There had been some questions from Senate and BASC about the availability of instructional budget data. According to a participant in the Allen meeting, the University Comptroller, the information is available in the latest university audit, which is on the university website. VP Allen also affirmed that there could be a faculty member on any academic budget committees but he deferred to the provost to make that decision.
 - Moffett noted that he has sent the audit report to BASC Chair Clay, but the information in it is basic and has pie charts.
 - Reilly replied that Note 12 on the report is about the instructional budget. Reilly expects to review this report before BASC next meets.
 - Question: what about the set of specific questions that BASC had for VP Allen? Moffett replied that he could take this set of questions back to the Provost and try to get answers.

11. Other Business:

- A Senator noted that, in the past, the university Committee Book designated that BASC committee members also have membership in university budget committees; the Committee Book used to be the official reference for faculty committee designation.
 - Moffett noted that the Committee Book has not been updated since 2016, so it needs to be revised first; he said he had asked the Deputy Provost about this.

12. Adjournment: The meeting adjourned at 4:38pm.

Minutes respectfully submitted by Helen Smith, Faculty Senate Secretary.