

**Faculty Senate Minutes 4/15/19**

NAME	Attendance	Department	Office
Shawn Lucas		Ag, Communities, and En	Academic Policies
Leigh Whittinghill	PRESENT	Ag, Communities, and En	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		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	EXCUSED	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		Nur and Health Sci	Curriculum
Lisa Turner	PRESENT	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	PRESENT	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
<b>Non-Senator Committee Members</b>			
Nkechi Amadife		Library	Academic Policies
Ken Andries	PRESENT	Ag, Communities, and En	Curriculum
Changzheng Wang		Ag, Communities, and En	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 En	Professional Concern
<b>Guests (in order of sign-in)</b>			
Gavin Washington	PRESENT	HPER	Faculty
Bill Welsh	PRESENT	HPER	Faculty
Tierra Taylor	PRESENT	BSS	Chair
Sheila Stuckey	PRESENT	Library	Director
Alexander Lai	PRESENT	Biology	Faculty
Scott Wicker	PRESENT	Nat Sci	Chair
Mary Henson	PRESENT	Nursing	Faculty
Mirta Rimolo	PRESENT	Hum and Perf Arts	Faculty
David Shabazz	PRESENT	Hum and Perf Arts	Assoc Chair
Peter Smith	PRESENT	Hum and Perf Arts	Faculty
Roger Cleveland	PRESENT	SOE	CREED Director
Michael Daily	PRESENT	Distance Education	Director
James Obielodan	PRESENT	Business	Interim Chair
Wilfred Reilly	PRESENT	BSS	Ombudsman

The fourteenth regular meeting of the 2018-2019 Faculty Senate took place on Monday, 15 April 2019, at 3:10pm in 123 Hathaway Hall.

1. Call to Order: The meeting was called to order at 3:15pm, with quorum.
2. Approval of Agenda: The agenda was approved without changes.
3. Approval of Minutes of the 1 April 2019 Faculty Senate Meeting: The minutes were approved without changes.
4. Faculty Senate President Report: Faculty Senate President Joe Moffett reported on the following issues:
  - He reminded Senators that we have one more meeting on April 29<sup>th</sup>. He told the committees to ensure that they get all action items ready for the final meeting. The Senate Executive Committee may have to meet over the summer to deal with unfinished business, but this is less than ideal, as any items addressed over summer wouldn't get full Senate consideration.
  - The Director of Institutional Effectiveness has asked Moffett to remind Senators to fill out the Faculty Survey of Student Engagement (FSSE). FSSE closely parallels the NSSE questionnaire that many K-State students have taken, and the office of Institutional Effectiveness needs independent feedback from instructional staff (faculty, instructors, and/or graduate students who teach) for an instructive complement to the students' responses. An email with a link to the survey had been sent to all faculty from Yuliana Susanto of OIRE; however, this email went to the junk folder of many faculty members. Please look at your junk mailbox to find it, and do the survey. It's important for assessment purposes.
  - He welcomed KSU's new Director of Distance Learning and Instructional Design, Dr. Michael Dailey. Dailey said it would be a pleasure working with Faculty Senate, and that he looks forward to meeting faculty. He said that the Deans and Chairs would be getting a baseline survey regarding distance education.
    - Moffett asked him what he thinks faculty need to know about Blackboard and distance education. Dailey replied that faculty should contact him if they have Bb problems, as Bb is our backbone for student interaction. But he added that distance education encompasses much more.
    - A Senator asked if we are considering doing synchronous online classes, i.e. video distance-education? Dailey replied that we already have Bb Collaborate as well as asynchronous video capabilities. If a department is doing a pure online program, one way to have accountability is to have students check in with the instructor; we will have that capability. Also, we have in ASB the compressed video conferencing center.
    - A Senator asked, for teachers considering teaching online for the first time, what do they need to do? Dailey replied, we're making sure online instructors are using Bb and using the Quality Matters online instruction standards. Also, if you're starting a new online course or program, it will have to go through your dean/chair, and we need to be informed. Also, there used to be a KSU Bb credentialing test which we want to bring back.
5. Liberal Studies Core Curriculum Committee: LSCC Chair Bruce Griffis gave the following report:
  - The committee first convened last Monday in a joint session with the FS Curriculum Committee. We were presented with the charge to reduce the General Education core from 40-45 hours to as close to 30 hours as possible, which is the minimum for SACS and CPE. We were presented some possible schemes for that reduction. Griffis stated that since that time, he has worked with Vice Provost Schneller and Deputy Provost Sipes on different ways this reduction could be accomplished without setting a specific course plan – i.e. the university can agree on a number of hours and then the major programs will determine which courses students in their programs must take. This plan would have several benefits: easier assessment of the core, greater flexibility for students in their majors or minors, and a coherent

rationale for our Gen Ed core, so that we're not just saying, "take one of everything." Griffis presented a table onscreen which mapped out this plan. The table included the minimum CPE and SACS core requirements. He noted that KSU is higher than the minimum for Written/Oral Communications courses because of our 4-unit ENG 101 requirement. We also currently are high in the Arts/Humanities courses because of our Composition, Foreign Language and IGS requirements. So the issue is, how do we slim the core down *and* get in the BREDS orientation courses and the new QEP courses? This is a complicated task, but the deadline is ASAP. The new EDU courses under discussion in Curriculum Committee *are* the QEP, which has not been officially approved.

- Moffett asked about EDU 118: will it be an orientation class? Griffis replied, yes, this course will replace BREDS 101/102. A related part of the plan is to have the orientation class as mandatory for fall, and then the next class would be the second EDU course [EDU 186] in the spring. But for some majors, like Biology for instance, those students would have to take the second course another semester.
- A Senator asked, what is meant by the "Quantitative Reasoning" category? Griffis answered, Statistics and Math courses.
- A Senator asked, will the new EDU186 fit under the Arts/Humanities category? Griffis answered, in looking at the overall statewide SLO's for each category, they seem close to what we saw of the SLO's in the proposed course.
- A Senator asked if ENG 101, ENG 102 and SPE 103 would stay in the core. He replied, yes.
- A Senator asked Griffis if he could share this document under discussion with the full Senate. Griffis replied that he would send it to Moffett to forward on.
- Moffett asked Senators to email Griffis with any comments and suggestions about this core-reduction by the end of the week.

6. Executive Committee Action Item: Moffett presented an APC item regarding an issue that University President Brown had asked Senate to consider: what does a student have to complete to walk for commencement? This has been a topic of longtime discussion at the university, and there is currently no written policy on the issue. The Senate Executive Committee discussed, drafted and voted on this item:

- *Students taking part in the spring commencement should have either completed all their graduation requirements by the end of the spring term or need no more than six credit hours for which they are enrolled in the summer.*
- *Students taking part in the fall commencement must have all their graduation requirements completed by the end of the fall semester.*
- *Final awarding of the degree is contingent on all grades, including those from the final semester of work, meeting graduation requirements.*

Moffett explained, if students are missing a course or two, they can take it during the summer. For fall graduation, the student should be completely finished. The language about the final awarding of degrees was added for clarity.

- A Senator asked, if they have six credits or less to go, they can walk in the commencement ceremony? Moffett answered, yes, and he added that ExComm did consider an option whereby students must be completely done, but they also wanted to give students a bit of leeway. He noted that at his former institution, students had to be completely finished before they could walk.
- A Guest asked, why did you allow two courses? Moffett replied, we thought more than two classes would be too much for a student to complete over the summer.
- The Guest noted that at his former institution, many of those students who walked with units remaining left and never graduated. What about having students sign a contract that they will return if they graduate without

finishing? Moffett replied that this was a good idea in theory, but in practice, the more specific and bureaucratic you make these things, the less likely they are to be followed.

- A Senator asked, don't we already require the students to acknowledge that they must return in summer when we do our degree audits? The Provost signs off on these audits, so the Provost is the *de facto* arbiter.
- A Senator noted that we have to remember that grades will not be reported until after the Saturday of graduation. Moffett replied, yes, that also is an issue, an important one but a separate one.
- A Guest suggested, you might want to add Maymester to the first paragraph of the Item. Another Guest replied that the Maymester grade is not due until the end of the summer, so it, too, is essentially a summer term.
- A Senator stated that this Item looks like a policy but doesn't include a procedure – it's not good to design one without the other. It would be good if the student had to actually apply to participate in commencement – which would include a statement that says that the student understands that he/she will not graduate without completing those last courses.
- A Guest noted that on the degree audit form, students sign off on the courses they still need; the form could be expanded with this acknowledgement about graduation.
- A Senator stated, the student could submit proof that they are enrolled for the next semester. Moffett replied, yes, but if we put such stipulations in policy, they need to be possible – like early registration for the next term.
- A Senator noted that one of the problems is that the degree audit is done early, so there is no way a student could verify that they'd registered for summer already.
- A Guest stated, we've been talking about timely processing of paperwork at KSU since 1775. When are we going to have our processes done in a timely manner and online so we can be efficient? It's not rocket science. What is the problem? What it would cost would be a small percentage of all the IT investments we've made over the last few years.
- A Senator offered a friendly amendment to change "six credits" to "two courses" in case a student needed to complete a course with a lab in addition to a 3-unit course. This friendly amendment was accepted by voice vote, with one abstention and no nays.

**VOTE ON THIS ACTION ITEM, AS AMENDED: vote by raise-of-hands: 9 yay, 3 nay, 3 abstentions. The item passes.**

7. Curriculum Committee: Chair Leigh Whittinghill reported on the following issues:

- Change of UNV 101/102 to EDU 118: In coordination with the QEP proposal and the Gen Ed revision, this new 3-credit-hour university orientation course is being created. In the course, students will explore the psychology of success, adapt to effective learning behaviors, and understand the science of learning. This course provides a learning opportunity for the student which includes communication skills, critical reasoning, problem solving, study skills, time management, and goal setting. The content of the course is designed to help students in becoming more independent learners. It will also expose students to the history, numerous resources, and services available at KSU. Curriculum Committee is waiting on program change documentation.
- Change of HUM 101/102 to EDU 186: Changes to the HUM courses in the QEP are still under discussion. As it stands at the moment, the 3-course sequence would be changed to a one course QEP, combining elements of all three courses. There is still a lot more work to do to determine details.
  - Guest Peter Smith, Chair of the QEP Committee noted that the QEP Committee meets tomorrow.
  - Moffett asked if that committee is starting to consider how many units will be in the QEP. Smith responded, yes, we are still at six, which is what was recommended by the QEP reviewer on the SACS visiting team. He added, as for the change of designation from HUM to EDU, there's no support for that in the QEP Committee.

- Moffett stated that Faculty Senate should still have time to discuss these issues at the next full Senate meeting.
- PHE 345: Sports Communication Course for Sports Management Track in Physical Education: faculty in the Journalism and Athletics programs have been discussing this course, and they agree that PHE 345 is a fundamentally different course than JOU205: Introduction to Sports Communication.

Five minutes were added to the discussion.

- Moffett explained that PHE 345 was not approved at the last full Senate meeting due to a question about overlap/replication with JOU 205. Curriculum Committee accepted that there is a difference between the courses. Since this recognition was not reflected in its minutes, however, the Parliamentarian suggested that the issue be addressed formally in committee minutes before the full senate votes on the course. Then Senate can vote on PHE 345 and the whole Sports Management track at the next full Senate meeting.
- Whittinghill replied that Curriculum Committee would put the course back on their agenda for their next meeting.

8. Academic Policies Committee: As Chair Marlin McKay was excused from the meeting, committee Secretary Jason Keeler gave the following report:

- We moved to accept the summer schedule.
- The revised syllabus template will be brought to the full Senate for a vote.
- The alignment of faculty and staff calendars was approved, but the committee has not updated them.
  - Moffett noted that it would be good for the committee to update the calendar to reflect this alignment. Like with the Summer term calendar, the Provost preferred APC to make such revisions. Moffett asked Keeler to update the calendar.

9. Budget and Academic Support Committee: Chair Phillip Clay was absent, so Vice Chair Ken Semmens gave the report:

- We invited Mr. Douglas Allen II, Vice President for Finance and Administration, to our committee meeting; he did not show up, nor has he responded to the questions our committee sent to him last semester.
- We discussed the SACS requirement that faculty have 18 hours of coursework in a field of specialization to teach a course in that field. We determined that we're confused.
- Faculty in the College of Agriculture, Communities and the Environment received a notice that all items must be ordered by April for the entire rest of the fiscal year. The problem with this request is how can investigators know three months ahead of time what is needed, especially those working with live animals.
  - Moffett responded that he believed the order for that deadline came from President Brown.
  - A Guest noted that his department had the same issue, but Dr. Kazi Javed went to the Purchasing Office and talked to the staff. Apparently, the deadline is only related to the academic budget, not grants.
  - Semmens replied that this distinction is not what was communicated to us.
  - A Senator said, I learned that the closing date is April 15<sup>th</sup>.
  - Semmens responded that Agriculture faculty need more lead time; this deadline is earlier than last year's. This is two and a half months before the end of the fiscal year.
  - A Guest noted that in the past, whenever members of his department tried to purchase things after mid-April, getting Purchasing to process the request is almost impossible, even with federal funds. Being a person who has to deal with animal feed, he added, I cannot store two and a half months of feed.

- Semmens replied, I was instructed to open a bunch of standing purchase orders, but it's unwise to tie up money without knowing what it's going for. It's not a good situation.
- Moffett agreed and suggested that they take this issue to the Ombudsman.

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

- The committee had a lengthy discussion about the realistic deadline for the closeout of the fiscal year. As this is an issue that that should have been given to the Budget Committee, Gibson emailed Chair Clay, and he agreed that BASC would take up the issue.
- Baseline Criteria for Tenure and Promotion were on the agenda to be discussed, but this item was tabled.
  - Moffett explained that the Provost had told him at the beginning of the semester that there needed to be a baseline description of what it takes to get promotion. So Moffett convened a committee to discuss this issue, composed of faculty from current and former PCC committees. The Provost was supposed to write a guiding document for this committee, asking for the kinds of clarifications that he needed in the TnP guidelines, but he has not done so yet.
  - A Senator asked, are we sure that the Board will get to the Tenure and Promotion recommendations at their June meeting? Moffett replied, yes.
- The committee is looking at the Faculty Handbook. Revisions have been given to us, and we will discuss these with Moffett, who will be joining us at our next committee meeting.
- An administrator emailed Gibson stating that she had pulled into the ASB lot one morning, and there were seven cars that had parked there overnight. Thereupon, Gibson reached out to the police chief, who said she'd do the best she can to monitor the parking situation, but they are so short staffed that they are not able to look into all incidents.

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

- Tenure and Promotion applications will be voted on at the next Board meeting in June. One issue with the delay which needs to be addressed is when faculty received a notice of "deferred" instead of yes or no – the SACS credentialing issue. Reilly stated that he doesn't know what the outcome will be with those faculty applications.
- President Brown was planning to come to this Senate meeting today, but he will hopefully come to the next Senate meeting. Reilly asked the Senators to email or speak with him if they have any questions that they would like Brown to address. He will commit to passing these questions along.
  - Senator Semmens asked for an explanation of why the last date to submit purchase requisitions is April 15<sup>th</sup>. After that date, researchers cannot submit purchase requisitions, making research quite difficult.
  - Reilly responded that this would be a good question to bring to Brown.

12. Other Business: None.

13. Adjournment: The meeting adjourned at 4:40pm.

- Minutes respectfully submitted by Helen Smith, Faculty Senate Secretary.