FACULTY SENATE MINUTES  
October 22, 2012

The Pittsburg State University Faculty Senate met at 3:00 p.m. Monday, October 22, in room 409 Russ Hall with Dr. Peter Chung, President, presiding.

Past Minutes
The minutes for September 24, 2012 meeting were approved.

Announcements
Provost and Vice President of Academic Affairs – Dr. Lynette Olson
Dr. Olson reminded the Senate of the upcoming University Professor reception at 3:00 p.m. in the Heritage Room on Tuesday, October 23rd.

Dr. Olson has just returned from St. Charles, Illinois for the last HLC Pathway meeting prior to our site visit next March (Brad Hodson and Jan Smith accompanied her); we will have 7 team members visiting our campus. We need to be sure syllabi are updated and reflect required items as approved by the Faculty Senate, the link for which can be found on the Faculty Senate web page under “Documents and Links.” Syllabi need to consider describing how a modified schedule meets the credit hour requirement. The courses which have syllabi that are presented to the team will be extracted from this fall semester courses. Many institutions have a central clearing house; PSU will rely on departments and faculty to get those ready for “on-demand” call for syllabi whenever it comes.

The Kansas Board of Regents has challenged us to benchmark where we are and where we want to be in the future with our current peer institutions as well as aspirant institutions – we will need to identify 5-10 institutions in each category and clearly define what measures we will use for that benchmarking.

Challenges since Zimbra implementation with respect to phishing – read the e-mails from OIS. Succumbing to phishing requests puts the entire university at risk if we click on the included links and give our e-mail password. We were blacklisted by CANVAS last week. Also we’ve been on HLC’s black list as well. Pass it along. The chief information officer said it’s a problem all over the Regents’ institutions. We have to get this under control. Those who continue to fall victim to these attempts and surrender their passwords will have to go through a remediation process before they’re allowed to use the e-mail system. There have been individuals who have succumbed multiple times. Direct questions to Angela Neria or Amanda Williams.

PSU/KNEA – Dr. Ananda Jayawardhana, President
Dr. Jayawardhana reported contract negotiations will begin again in a year and a half, and he has requested some of the former presidents to take a look at the current contract with a thought to updating it. He asked that faculty let him know if they see something. By February 15th, there may be open meetings regarding updates to the contract.

Student Senate – Not Present
No report.

Unclassified Senate – Not Present
No report.

Classified Senate – Not Present
No report.

Faculty Senate President – Dr. Peter Chung
Dr. Chung reported the Kansas Board of Regents meeting was a productive meeting on October 19th. Quick updates from each institution (e.g. WSU is considering the 9 pay 12 pay format; FHSU – faculty raises; KSU – interdisciplinary process and salaries; KU, KUMC, ESU – intellectual property issues). Most pressing topic is on-line distance learning - its demand and the impact on the issue of intellectual property rights. FHSU may take the lead as they have the most experience, and Peter noted that we are using the QM rubric and e-learning academy.
The Kansas Board of Regents is reviewing its policies in its handbook and looking at post-tenure review (see attachment). It weighs heavily on their mind. Dr. Olson clarified that the language does not currently have this phrase (d.) “including procedures for regular post-tenure reviews.” Also, student retention and completion is of paramount importance. What is the role of faculty in this process? Student success is very important to them. Foresight 2020 – Dr. Tompkins has been tasked to narrow down to 3 goals.

Committee Reports

Undergraduate Curriculum – Justin Honey, Chair
Justin Honey reported that the Undergraduate Curriculum Committee had its first meeting last week to review the new procedure. Please note for the departments, legislation that they will be considering will be (and currently is) posted on the Faculty Senate website for a 10-day viewing period. Viewing closes on November 2nd for this month. On November 5th, it goes to the Faculty Senate University Undergraduate Curriculum committee. Joe Arruda suggested a title change to the title of the link for Jeanine: change to include “Faculty Senate Undergraduate Curriculum Committee Approval.”

Justin will post dates of their committee meeting dates on the Faculty Senate web page.

Academic Affairs – Susan Schreiner, Chair
No report.

Library Services – Morgan McCune, Initial Chair
No report.

Information Systems – David O’Bryan, Chair
No report.

Continuing Studies – Scott Norman, Chair
No report.

Departmental Academic Honors – Justin Honey, Chair
No report.

Honors College – Chris Spera, Chair
No report.

Writing Across the Curriculum – Robert Lindsey, Chair
No report; still working on past project and meeting tomorrow.

Diversity and Multicultural Affairs – Tatiana Sildus, Chair
Met the first week of October; task this year – creating the comprehensive database of resources, and they are currently looking at best practices from other institutions.

Student Faculty – Phil Harries, Chair
No report; Peter suggested that they look into what faculty are doing for student success/retention/etc. Will be in contact via e-mail.

All University Committee – Maeve Cummings, Initial Chair
No report.

Faculty Affairs – Dilip Paul, Chair
Senator Shum reported: Stressed the importance of filling out the requests (especially item #9) completely and accurately. She noted that faculty seem to be having trouble with the completeness of #9; also, they need verification of presenting (letter of acceptance by conference and/or program listing with time and date). It will be returned and NOT reviewed until it is complete.
Constitution Committee – Darren Botello-Samson, Chair
No report – will be working via sub-committee – first meeting for January Faculty Senate meeting.

General Education – Mark Johnson, Chair
No report – did not meet this month.

Budget Committee – Paul Herring, Initial Chair
No report – have not met.

All University Committees or Other Appointments
None; reminder Academic Dishonesty Committee – Justin Honey is chair.

Unfinished Business
None.

New Business
None.

Open Forum
- College of Technology will be hosting 4-state regional teaching conference 11/7-11/8 sessions for high school teachers with variety of lessons and speakers on a variety of things.

- The Mathematics Department will be hosting the annual Kansas Association of Teachers of Mathematics this Friday, October 26th.

- Darren Botello-Samson reported that on November 15th, a Thanksgiving, vegetarian pot-luck will be featured.

- Ananda Jayawardhana announced the Tilford conference next week 10/29-10/30; 16 are currently signed up to go (8 are going for the first time); sign-up deadline has been extended until 5:00 p.m. today.

- Next week the Art Department is presenting its inter-disciplinary Art series hosting a variety of topics. Many faculty on campus are speaking. Also, on November 15th, they will host a high school art day with about 300 students on campus.

- November 8th Faculty Authors’ reception.

- Today at 6:00 – Jennifer Knapp, PSU trumpet major/graduate psychology major and contemporary Christian musician, will share her journey through story, music and conversation.

Meeting Adjourned
Motion to adjourn was approved at 3:46 p.m. The next meeting will be held Monday, November 26, 2012, 409 Russ Hall.

[Signature]
Hazel Coblentz, Acting Recording Secretary
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Mark Johnson attended the September meeting. Tatiana Sildus attended the October meeting. Hazel Coltharp substituted for Karla Childs and Scott Craig substituted for Drew Polen at the October meeting.
12. **EVALUATION OF FACULTY** (10-18-07)

It is the policy of the Kansas Board of Regents that merit increases for faculty shall be based on the annual evaluation of their performance as it relates to the mission of the institution, college/school and department. The Board of Regents holds the president and chancellor *state university chief executive officers* accountable for the development and implementation of evaluation systems in accordance with the following guidelines:

a. Faculty evaluation criteria, procedures and instruments shall be developed through faculty participation in each department, college or division and recorded to express the performance expectations of faculty therein. Criteria, procedures and instruments shall be:

(1) Sufficiently flexible to meet the objectives of the unit.

(2) Sensitive to multi-year faculty activities and outcomes.

(3) Approved by the chief academic officer of each university.

(4) Compatible with contemporary research and scholarly literature on faculty evaluation. For example, assessment of research, where research is part of the job assignment, should ordinarily include but not be limited to information on the quality of the research, the amount of research, the media in which findings were disseminated, and the reception and importance of the research. Similarly, the assessment of teaching, where teaching is part of the job assignment, should ordinarily include but not be limited to student ratings secured anonymously under standard conditions on norm-referenced instruments that adjust for initial student motivation, assessment of syllabi, and assessment of instructional materials.

b. Each state university shall make available to faculty a ratings instrument for securing student ratings of instruction in all appropriate courses. The instrument must be norm-referenced and corrected for major sources of bias as demonstrated by research.

c. The evaluation of faculty performance and expectations for the future shall be discussed with them. Documentation recording the sense of the discussion shall be provided to the faculty member.

(1) The faculty member shall be given the opportunity to add comments to the documentation as part of the official record before it is considered at the next higher administrative level.

(2) Each state university shall establish a procedure by which faculty who disagree with their evaluation may request a review.

d. Each state university shall implement a plan to supplement its annual faculty evaluation system, including procedures for regular post-tenure reviews. Each plan should include procedures and strategies for the following:
(1) Training of departmental chairpersons in the administration of faculty evaluation.

(2) Linkage of the outcomes of faculty evaluation with assistance for renewal and development and, when necessary, reassignment and other personnel actions.

(3) Training and supervision of graduate teaching assistants.

13. LEAVES

Persons appointed to student, unclassified positions do not accrue any of the leaves delineated below. (1-20-00)

a. Sabbatical Leave

(1) Sabbatical leaves shall be approved by the chief executive officer of each institution in accordance with Board policy.

(2) Sabbatical Leave may be granted subject to the following conditions:

(a) In strictly meritorious cases, a full-time faculty member on regular appointment at any of the Regents institutions of higher education state universities who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the president or chancellor chief executive officer of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience; such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:

(i) for nine-month faculty members, up to half pay for an academic year, or up to full pay for one semester.

(ii) for twelve-month faculty members, up to half pay for eleven months, or up to full pay for five months.

(b) Provided: Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Provided further, That
AGENDA

I. Call to order

II. Approval of Minutes from September 24, 2012 meeting

III. Announcements

A. Provost and Vice-President of Academic Affairs - Dr. Lynette Olson
B. PSU/KNEA Remarks - Dr. Ananda Jayawardhana
C. Student Senate Remarks - Ms. Lara Ismert
D. Unclassified Senate Remarks - Ms. Missi Kelly
E. Classified Senate Remarks - Mr. Tim Anderson
F. Faculty Senate Report - Peter Chung (KBOR)

IV. Committee Reports (Reports from committees will begin with Undergraduate Curriculum Committee followed by Academic Affairs)

A. Academic Affairs Committee - Chair, Susan Schreiner
   1. Undergraduate Curriculum Subcommittee - Chair, Justin Honey
   2. Library Services Subcommittee - Initial Chair, Morgan McCune
   3. Information Systems Subcommittee - Chair, David O’Bryan
   4. Continuing Studies Subcommittee - Chair, Scott Norman
   5. Departmental Academic Honors Subcommittee - Chair, Justin Honey
   6. Honors College Subcommittee - Chair, Chris Spera
   7. Writing Across the Curriculum Subcommittee - Chair, Robert Lindsey
   8. Diversity and Multicultural Affairs Subcommittee - Chair, Tatiana Sildus

B. Student Faculty Committee - Chair, Phil Harries
C. All University Committee - Initial Chair, Maeve Cummings
D. Faculty Affairs Committee - Chair, Dilip Paul
E. Constitution Committee - Chair, Darren Botello-Samson
F. General Education Committee- Chair, Mark Johnson

G. Budget Committee- Initial Chair, Paul Herring

All University Committees or Other Appointments

V. Unfinished Business

VI. New Business

VII. Open Forum

VIII. Adjournment- Next Meeting- Monday, November 26, 2012, 409 Russ Hall