FACULTY SENATE MINUTES
September 23, 2013

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, September 23, 2013 in room S102 of the Kansas Technology Center with Justin Honey, President, presiding.

Past Minutes
The minutes for May 6, 2013 were approved.

Announcements
Provost and Vice President of Academic Affairs – Dr. Lynette Olson
Dr. Olson was not in attendance.

Calendar for 2016-2019 presented – Debbie Greve, Registrar
After committee reports, Ms. Greve presented the drafted academic calendar for 2016 through 2019. Mr. Bob Kehle asked if there was any instance in these future years where dead week immediately followed Thanksgiving as it is in 2013. After review, Ms. Greve was able to report that in 2016-2019 there was always one week of regular class meetings prior to dead week. Drafted calendar is part of the agenda.

PSU/KNEA – Dr. Browyn Conrad, President
Dr. Browyn Conrad announced starting early with tobacco issue. The first meeting is to be held October 7th and the executive team would be meeting the week of September 23rd to prepare. There was also a meeting last spring to discuss bargaining issues and Dr. Conrad would like to bring back communication with faculty “from the table”.

Student Senate Remarks – Bailey Peak
Ms. Peak advised SGA looking for two faculty representatives. Obligations include attending meetings each Wednesday. Allocations meetings have been scheduled throughout early and mid-October for advisors/treasurers of student organizations to prepare their fall requests.

Unclassified Senate Remarks – Dr. Andrew Myers
Not present.

Classified Senate Remarks – Dacia Clark
Not present.

Faculty Senate President – Justin Honey
Mr. Justin Honey spoke of an issue that he considers will be a hot topic this coming year – concurrent enrollment. There is currently a cap of 24 college credit hours a student is allowed to complete while still in high school. Discussion thus far is leading to removal this cap, as it is difficult to track. Also looking at qualifications of high school instructors who are teaching college credit courses to make certain they meet the criteria of a master’s degree or minimum hours within a specialty. Assessment of student comprehension of subject in concurrent enrollment classes and the student’s ability to master the next level of course in a college setting was also discussed as a possible retention and student success concern.

Committee Reports
Undergraduate Curriculum – Julie Dainty
Ms. Dainty announced that Mike Carper was new chair and that meeting dates are set and on the faculty senate web page.

Library Services – Barbara Pope, Chair
Ms. Pope advised the committee had met on September 17th and she was appointed chair and that John Thompson would serve as recorder. The next meeting is scheduled for October 22 with plans to review library policies.

Continuing Studies – Susan Schreiner, Chair
Ms. Schreiner reported the first meeting would be held on September 25th.

Honors College – Doug Younger, Chair
John Daley reported they had met and Dr. Fuchs gave a review of the group’s European trip. The next meeting is scheduled for December 5th.

Writing Across the Curriculum – Greg Murray, Chair
Mr. Murray advised the committee had met once, but had nothing to report at this time.

Diversity and Multicultural Affairs – Julie Dainty
Ms. Dainty as initial chair report that the committee had met and that Dr. Carol Werhan was appointed chair. The next meeting would be held on October 3 at 3:00 p.m.

All University – Rebeca Book, Chair
Ms. Book advised the committee had met via email and had nothing to report.

Faculty Affairs – Jamie McDaniel, Chair
Dr. Mark Johnson announced that the committee had met and considered the summer teaching innovation grant. The committee will be looking at innovations and considerable changes possible. The document and application is online at http://www.pittstate.edu/office/provost/administrative-forms-and-documents.dot and also attached. On behalf of the committee Dr. Johnson moved to accept the changes in format of the grant. The motion was approved without discussion.

Constitution Committee – Mark Johnson, Initial-Chair
Dr. Johnson advised the committee had not met, but would be looking at changes and clarifications.

General Education – Mark Johnson, Chair
Dr. Johnson spoke of being appointed as chair and the committee would be working with Provost. Last summer there was a general education task force assigned which sent recommendations to multiple groups for review.

Unfinished Business
Dr. Peter Chung reported on the 2013 Summer UG Curriculum Taskforce. (see summary attached to agenda) He concluded by adding that Faculty Senate needs to take a more active role throughout the year and not wait until summer and praising the department support staff for their assistance. He made a motion to accept the report. Motion was unanimous approved without discussion.

New Business
Dr. Darren Botello-Samson spoke of a concern shared by his colleagues in HPASS regarding the program review process that lead to the discontinuing of majors within Modern Languages. He wanted to know more about how this decision was reached. Dr. Eric Rojas indicated he was in the dark as well, but was aware that students were developing plans to complete their majors and that minors were to be continued. Dr. Botello-Samson would like answers to how decision was made without faculty senate involvement and was anyone else concerned this may make it difficult to attract new quality faculty campus-wide for programs with majors requiring foreign language. Mr. Honey advised the discussion would need to be tabled until the next meeting to gain a better understanding. Dr. Mark Peterson added he too would like clarification of the process and future of the program.

Old Business  None

Open Forum  None

Meeting Adjourned
Motion to adjourn was approved at 3:42 p.m.

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*Christel Benson substituted for Akram Taghavi-Burris at the September meeting. Greg Murray attended the September meeting.*
Summer Teaching Innovation Grant Informational Guide

Applicants,

Use this information to assist you in filling out the grant application. You should also be aware of the University's Intellectual Properties policy when applying for funding, available at http://www.kansasregents.org/policies_procedures

Purpose
The purpose of this grant is to provide faculty with the time and resources to devote to innovatively redesign courses in a way that will enhance and improve student learning.

Description
The committee is made up of faculty from various disciplines, so it is vital that you provide a clear explanation of your activity. Strong favorable factors in consideration of your project will include redesign, innovation, and improvement of student learning. Your description should include

- how the project is innovative,
- how you are substantially redesigning your course, and
- how the project will impact student learning.

Justification
The grant needs to go beyond the regular or expected course development and the normal job requirements.

Factors such as the ones listed below will be important considerations:

- investment of time, energy, and resources by the faculty member (this commitment should be viewed as the equivalent to a one-month summer employment or a half-time summer position. Anticipated time invested in the project should be addressed in some detail under timeline below),
- impact on a degree, other courses, and other faculty,
- importance of the proposal to the students and its relationship to the departmental and institutional mission, and
- potential impact on pedagogy and curriculum.

The committee views the LMS and PowerPoint, in and of themselves, as activities that would fall under normal class revision and generally not activities the committee would fund.

Budget
Be specific by citing things that apply to your project such as approximate travel costs, book costs, material costs, software costs, etc. If no development funds are needed, please indicate that on the application.

Timeline
The commitment of time, energy, and resources must be at least equal to a one-month summer employment or a half-time summer position. You will need to clearly identify the completion date of the project. If applicable, please include the approximate expected project activity deadlines and the time to complete each activity.

Assessment
Explain how the outcomes will be evaluated. Multiple sources of assessment and data collection will strengthen the application. You should assess how successfully your project enhances your teaching, not just the completion of your project.

Chair's Endorsement
This grant is not for research purposes. It must have a strong instructional application. Proof of instructional application should be clearly articulated in the assessment portion of the application and cited in the chair's endorsement letter. The chair's endorsement letter will be used as part of the committee's evaluation of the project.

Final Report (electronically submitted)
Upon accepting a Summer Teaching Innovation Grant you will be required to submit a short (approximately two pages) electronically-submitted final report to the Faculty Affairs Committee of the Faculty Senate, your department chair and the Center for Teaching, Learning, and Technology. This electronic report will need to address the activities and outcomes of the grant including the assessment results. It may be that the grant timeline, due to assessment procedures, will go beyond April 1. In such cases a detailed status report will be acceptable.

An electronically-submitted two- to two-page report will go to the Faculty Affairs Committee, your department chair, and the Center for Teaching, Learning and Technology (chad@pitstate.edu) on or before April 1 following your summer grant award. The reports will be posted on a dedicated website available to the PSU community. Failure to submit the electronic two- to two-page report to those designated above by the April 1 deadline will result in the faculty member no longer being eligible for future summer innovation grants. You should consider including this report in your documentation for your performance appraisal, tenure, and promotion dossier.

Rating
Your application will be rated using the following system:

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Rev. 2013 WF
Application for the Summer Teaching Innovation Grant for SUMMER TERM
DUE TO THE OFFICE OF THE PROVOST, 220 RUSS HALL, BY SEPTEMBER 21 OF EACH YEAR.

PURPOSE:
The purpose of this grant is to provide faculty with the time and resources to devote to professional teaching development activities.

ELIGIBILITY:
- This grant competition is open to tenured and tenure-earning faculty only.
- When a faculty member is awarded a Summer Teaching Innovation Grant for the upcoming summer term, that faculty member is not eligible to compete for another award for the next three (3) summer terms (i.e. awarded in year A, not eligible for years B, C, and D.)
- No faculty receiving a 2/10ths (full time) summer employment contract is eligible for this award.

APPLICANT INFORMATION:
Applicant: ____________________________

(Title – Dr., Mr., Ms., etc.) ____________________________
(First Name) ____________________________
(Last Name) ____________________________

Department: ____________________________
Rank: ____________________________

REQUIRED GRANT APPLICATION CONTENT (please use 12-pt. font and 1-inch margins):
Please consult the Summer Teaching Innovation Grant Informational Guide for assistance in filling out the form correctly.

Detailed Description of Project (one page maximum)
The description should include:
- how the project is innovative,
- how you are substantially redesigning your course, and
- how the project will impact student learning.

Justification (one page maximum)
- Investment (the time, energy, and resources to be invested by the faculty member seeking the grant)
- Issues and Impacts (the importance of the proposal to the students and its relationship to the department and institution mission, and the potential impact on pedagogy and curriculum)

Proposed Professional Development Budget ($500 maximum) (½ page maximum): Needed _____ Not needed _____

Timeline of Implementation (½ page maximum)

Methods of Assessing/Evaluating Grant Outcome (one page maximum)

SUPPORTING DOCUMENTATION:
Letter of project endorsement from Department Chair. By endorsing this project, the Chair certifies that the project is not primarily for research purposes rather than it has a strong instructional application going beyond the regular or expected course development and the normal job requirements. The Chair’s letter of endorsement will be used as part of the committee’s overall evaluation of the grant application.
Endorsement by Department Chair ____________________________
Date: ____________________________

Endorsement by College Dean ____________________________
Date: ____________________________

Final Report (electronically submitted)
Upon accepting a Summer Teaching Innovation Grant you will be required to submit a short (approximately two pages) electronically-submitted final report to the Faculty Affairs Committee of the Faculty Senate, your department chair, and the Center for Teaching, Learning and Technology (ctl@pittstate.edu) on or before April 1 following your summer grant award. The reports will be posted on a dedicated website available to the PSU community. This report will need to address the activities and outcomes of the grant including the assessment results. It may be that the grant timeline, due to assessment procedures, will go beyond April 1. In such cases, a detailed status report will be acceptable. You should consider including the report in your documentation for your performance appraisal, tenure, and promotion dossiers. Failure to submit the electronic two- (2) page report to those designated above by the April 1 deadline will result in the faculty member no longer being eligible for future summer innovation grants.

Rev. 2013 WF
SUMMER STIPENDS GUIDELINES

The Office of the Provost invites applications for Teaching Innovation Stipends for the Summer Sessions. The purpose of the stipends is to enhance teaching effectiveness. Projects may include, but not be limited to, some of the following:

a. development of innovative teaching strategies,

b. integration of mediated instruction within classroom presentations. The committee views the LMS and PowerPoint, in and of themselves, as activities that would fall under normal class revision and generally not activities the committee would fund.

c. development of new course materials,

d. revision of degree program curriculum,

e. development of new degree proposals,

f. preparation of pedagogical materials for publication, and

g. applied research with classroom applications.

A limited number of stipends will be funded in the Summer Sessions. Compensation will be 85% of I/10, plus up to a maximum of $500 OOE for travel, materials, etc. Awards will be limited to tenured/tenure-earning faculty and are not available to faculty who are fully employed during the summer.

Faculty will be eligible for a Summer Stipend once every three years. These stipends are intended to encourage teaching effectiveness; therefore, research projects will not be considered.

Upon accepting a Summer Teaching Innovation Grant you will be required to submit a short (approximately two pages) electronically-submitted final report to the Faculty Affairs Committee of the Faculty Senate, your department chair, and the Center for Teaching, Learning and Technology (ctlt@pittstate.edu) on or before April 1 following your summer grant award. The reports will be posted on a dedicated website available to the PSU community. This report will need to address the activities and outcomes of the grant including the assessment results. It may be that the grant timeline, due to assessment procedures, will go beyond April 1. In such cases, a detailed status report will be acceptable.

You should consider including this report in your documentation for your performance appraisal, tenure, and promotion dossiers. Failure to submit the electronic two- (2) page report to those designated above by the April 1 deadline will result in the faculty member no longer being eligible for future summer innovation grants.

Rev. 2013 WF