FACULTY SENATE MINUTES
May 5, 2014

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, May 5, 2014 in room S102 of the Kansas Technology Center with Justin Honey, President, presiding.

Past Minutes
The minutes for April 21, 2014 were approved.

Announcements

Provost and Vice President of Academic Affairs – Dr. Lynette Olson
Dr. Lynette Olson provided an update on the BOR Transfer Articulation Council. There are two at-large positions open and would like a faculty member to serve a 3-year term on the council. Dr. Olson is planning on finalizing the decision within a week. Dr. Olson then spoke on Credit for Prior Learning which will be further discussed in the fall after a couple of opportunities in May and June to learn more.

PSU/KNEA – Dr. Harry Humphries, President
Dr. Humphries reported on new officers and committee members and Dr. Mark Johnson’s role on the Bargaining Council. (see attached listing) The list of key issues covered this past year included email for retirees, sabbatical timeline review, promotion and tenure guidelines, post-tenure review. Items to be reviewed in coming year include salary, summer school, workload, student evaluations, and filing grievances with KNEA.

Dr. Humphries reminded those present that KNEA works very hard for faculty both with grievances and as a bargaining unit. He encouraged others to become members to protect faculty rights and provide strength in numbers. There was reference to a recent Freedom and Opportunity forum held at Wichita State on April 27th and a May 17th meeting scheduled in Topeka representing K-12 teachers and their due-process concerns.

Student Senate Remarks – Bailey Peak
Not present.

Unclassified Senate Remarks – Dr. Andrew Myers
Not present.

Classified Senate Remarks – Dacia Clark
Not present.

Faculty Senate President – Justin Honey
Mr. Justin Honey indicated that there had been no meeting in Topeka since our last Faculty Senate meeting. There was a phone conference scheduled to discuss the proposed social media policy and foresee special meetings being scheduled to discuss further.

Committee Reports

Undergraduate Curriculum – Mike Carper, Chair
Dr. Julie Dainty shared a list of over 50 curriculum items, all approved by the committee. (see handout) The senate voted unanimously to approve entire packet.

Departmental Academic Honors – Akram Taghavi-Burris, Chair
Ms. Akram Taghavi-Burris presented the recommended blanket statement for a second reading with a minor change from the first reading to read: Any 300-799 undergraduate level courses may be taken for honors with approval of the instructor, and chair or director. It was also recommended that the phrase “may be taken for honors” be removed from catalog course descriptions since the courses are no longer limited to those noted. Both were approved unanimously with a little discussion on communication between faculty and students pertaining to departmental honors.
Writing Across the Curriculum – Greg Murray, Chair
Dr. Don Judd announced that Writing to Learn faculty names had been submitted to the Provost for pay approval.

Student-Faculty Committee – Josh Lederer, Chair
Mr. Lederer recapped updates to the enforcement component of the Dead Week policy as reviewed by this committee and minor updates (as noted in italics on attached handout). Based on discussion, it was taken to a vote to remove # 6 from the procedures list and instead a charge be made to KNEA to review this and make their own recommendation. There was also a motion to remove the word ‘should’ from # 5. Both votes were unanimously approved.

Posthumous Degree Award Policy was presented for a second read. After a great deal of discussion regarding possible abuse and needed latitude of the policy, it was recognized that there was a need for such a policy and if revisions were necessary going forward that could be accomplished at a later time. The motion was passed with two voting against and the remainder voting in favor.

Faculty Affairs Committee – Mark Johnson, Chair
Dr. Jamie McDaniel advised that all funds were spent and that Dr. Olson contributed an additional $5,500 to the professional development account and that was spent as well.

General Education Committee – Mark Johnson, Chair
Dr. Johnson reminded the group of the two workshops the previous week and if unable to attend there were additional workshops planned in the fall. Hope to pilot next year and looking for volunteers to assist with the piloting the following year.

Unfinished Business
Dr. Peter Chung presented a handout on a proposed Expedited Program Approval process. He indicated that the committee was still working on this and hope to finish in June or July. Currently justification will need to be approved by the Provost and in special cases Dr. Olson could allow some programs to be “fast-tracked” through the legislation process. The expedited process is intended to take no more than a month to complete. The committee is still looking for input. No comments were presented at this time.

New Business
None.

Open Forum
None.

Meeting Adjourned
Motion to adjourn was approved at 4:32 p.m.

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*Christel Benson substituted for Akram Taghavi-Burris at the September and October meeting. Patricia Lindley attended the October meeting. Carol Deats substituted for Bob Kehle, Clark Shaver substituted for Grant Moss and Randy Jones substituted for John Thompson at the November meeting. Barbara Pope substituted for Susan Schreiner at the December meeting. Scott Craig substituted for Josh Shay at the January meeting.
KANSAS NATIONAL EDUCATION ASSOCIATION-PITTSBURG STATE UNIVERSITY
OFFICERS

Harry L. Humphries President, 2014-2015

KHAMIS SIAM, 1ST VICE PRESIDENT 2014-2015
TIM BAILEY, 2ND VICE PRISIDENT, 2014-2015
JEREMY WADE, SECRETARY
BROWYN K. CONRAD PAST PRESIDENT,
SUSAN JOHNS-SMITH, TREASURER 2014-2017

GRIEVANCE COMMITTEE

HARRY L. HUMPHRIES
KHAMIS SIAM
SUSAN SCHRINER
Earl Lee
John Daly

BARGAINING COUNCIL, 2014-2016

Jamie McDaniel
Grant Moss
Chris Anderson
Ronny Gallaway

Bargaining Team
Mark Johnson, Spokesperson
Kenny McDougle
Bob Kehle
Browyn K. Conrad
Ananda Jayawardhana
Undergraduate Curriculum Committee
Monday, April 28, 2014
8:00am

Attendees:
Mike Carper (Chairman), Chris Anderson, David O’Bryan, John Thompson, Julie Dainty.

Committee Actions:
The Undergraduate Curriculum Committee met and reviewed the following legislation:

1. The Department of Automotive Technology submitted a REQUEST FOR REVISION TO CURRICULUM for all of their BAS degrees including the BAS in Automotive, BAS in Collision, BAS in Diesel/Heavy Equipment, and the BAS in Diesel/Heavy Equipment-Caterpillar. Approved.

2. The Department of English submitted a REQUEST FOR NEW COURSE for the following courses:
   a. ENGL 305 - Introduction to Film Study
   b. ENGL 558 – Topics in Film Study
The department also submitted a REQUEST FOR NEW MINOR/EMPHASIS/CERTIFICATE for a Minor in Film and Media Studies. Approved.

3. The Department of HHPR submitted a REQUEST FOR NEW MINOR/EMPHASIS/CERTIFICATE for:
   a. Minor in Dance
   b. Certificate in Dance
The department also submitted a REQUEST FOR NEW COURSE for:
   a. DANCE 200 – Dance: (Selected Offerings)
   b. DANCE 360 – Theory and Methods of Teaching Dance
   c. DANCE 370 – Technology for Dance
   d. DANCE 410 – Dance Performance and Production
   e. DANCE 420 – Dance Performance
Approved.

4. The Department of Nursing submitted 29 pieces of legislation including:
   REVISION TO CURRICULUM for the Bachelor of Science in Nursing; Pre-RN Licensure Track which included REVISION TO COURSE for:
   a. NURS 265 – Health Promotion and Disease Prevention to not allow course taken for honors
   b. NURS 320 – Health Assessment
   c. NURS 390 – Pathophysiologic Bases of Nursing
   d. NURS 405 – Health Alteration in Older Adults
   e. NURS 410 – Nursing the Adult Medical-Surgical Client
   f. NURS 452 – Nursing the Childbearing Family (Change in credit hours???)
g. **NURS 462** – Nursing the Child and Family
h. **NURS 470** - Psychiatric Mental Health (Change in credit hours???)
i. **NURS 482** – Research in Nursing to **NURS 482** – Evidence-based Practice and Research
j. **NURS 502** – Community Nursing to **NURS 502** – Community Health Nursing
k. **NURS 525** – Advanced Medical-Surgical Nursing of the Adult Client to **NURS 525** – Advanced Care of the Medical-Surgical Client
l. **NURS 599** – Internship in Nursing to **NURS 601** – Internship in Nursing Practice

And REQUEST FOR NEW COURSE for:

a. **NURS 318** – Nursing Fundamentals
b. **NURS 322** – Professional Nursing
c. **NURS 442** – Pharmacology in Nursing
d. **NURS 499** – Concepts of Leadership in an Evolving Healthcare System
e. **NURS 600** – Transitions in Nursing Practice

The Department of Nursing also submitted REVISION TO CURRICULUM for the Bachelor of Science in Nursing, RN to BSN Track which included REVISION TO COURSE for:

a. **NURS 304** – Transition into Baccalaureate Nursing Practice to **NURS 304** – Advancing Careers: Transitioning to Baccalaureate Nursing

And REQUEST FOR NEW COURSE for:

a. **NURS 321** – Health Assessment for the Registered Nurse
b. **NURS 340** – Nurse’s Role in Health Promotion
c. **NURS 407** – Gerontology for the Registered Nurse
d. **NURS 484** – Evidence-based Research for the Registered Nurse
e. **NURS 503** – Population-based Health Care
f. **NURS 505** – Leadership and Management for the Registered Nurse
g. **NURS 668** – Health Care Policy Today and in the Future for the Registered Nurse
h. **NURS 665** – Pathophysiology and Pharmacology for the Registered Nurse
i. **NURS 670** – Family Health Care Nursing

Kristi Frisbee, Amy Hite, Karen Johnson, and Jennifer Harris represented the legislation.

Approved.

5. The Department of Physics submitted a REQUEST FOR DELETION OF COURSE for

a. **PHYS 162** – Physical Oceanography
b. **PHYS 163** – Physical Oceanography Laboratory
c. **PHYS 260** – Historical Geology
d. **PHYS 264** – Environmental Geology
e. **PHYS 560** – Field Studies in Earth and Space Science

Approved.

6. The Department of Psychology and Counseling submitted a REQUEST FOR NEW MINOR/EMPHASIS/CERTIFICATE for a Bachelor of Science in Psychology with an Emphasis in Psychology and the Military. The department also submitted a REQUEST FOR NEW COURSE for:

a. **PSYCH 505** – Power-Based Violence
b. **PSYCH 605** – Psychology and the Military
7. The School of Construction has been working with the Department of Family and Consumer Sciences to move the Interior Design program to the SOC. The legislation included a letter from the Provost supporting the decision and reviewing the steps taken to address staffing concerns and other peripheral issues. Additionally, a letter to prospective students was uploaded advising that FCS will continue to teach the courses for the next 2 academic years without interruption. Members of the committee applauded the work done, the paperwork submitted, as well as the supporting documents including the letter from the Provost, letter to the students, memorandum, and course sequence. School of Construction Chair, Jim Otter and FCS faculty, Denise Bertoncino represented the legislation. Approved.

8. The Department of BIS submitted a REQUEST FOR NEW COURSE for:
   a. SSRM 200 – Introduction to Sustainability, Society and Resource Management
   b. SSRM 600 – Senior Seminar in Sustainability, Society and Resource Management
The department also submitted a REQUEST FOR REVISION TO CURRICULUM for their Sustainability, Society and Resource Management degree. Dr. Jim Triplett and Dr. Catherine Hooey represented the legislation. Approved.

9. The Department of Teaching and Leadership submitted a REQUEST FOR REVISION TO COURSE for EDUC 308 – Specialized Clinical Experience (1 hour) to EDCU 308 – Specialized Clinical Experience (1-3 hour)
   Approved.

10. The Department of Technology and Workforce Learning submitted a REQUEST FOR REVISION TO COURSE to correct an error in the name of IE590 Connect: Innovation Engineering to IE590 Communicate: Innovation Engineering (simply changing the title from “Connect” to “Communicate”).
    Approved.

Next meeting to be determined in the fall 2014.
Meeting adjourned at 9:15am.
Enforcement component for Dead Week policy complaints: Reviewed by committee Spring 2014

Complaints from students about a perceived violation would be processed via this procedure:

1. A complaint is reported to an officer of the Student Government Association (SGA). That or other SGA officer or representative would be assigned to the case and would collect the following information from the student(s) making the complaint:
   - Name of the instructor allegedly violating the policy
   - The class and section number in which the alleged violation took place
   - The date and description of the alleged violation
   - A copy of the syllabus

2. The Academic Affairs Director of SGA would compile the information and email it or deliver it to the chair or other member of the Student / Faculty committee.

3. Action to investigate the allegation would include:
   - The Student / Faculty committee chair would immediately contact the instructor and the instructor's department chair that a complaint had been made.
   - The department chair would gather documentation from the accused instructor describing activities in the class during dead week including copies of the assignment, test, exercise, or other class activity in question as stated in the original complaint.
   - The affected students in the class would be notified by the chair of the committee via campus email to contact the assigned SGA representative to make statements addressing the complaint and pertaining to activities for that class during the days of dead week.

4. The gathered documentation would be delivered to the chair of the Student / Faculty committee within 3 days of the original complaint.
   - The Student / Faculty committee would convene upon receipt of the violation notification to discuss the documentation and the complaint. The findings of the committee as to whether or not a violation was committed would then be forwarded to the instructor and the department chair involved.
   - If it is determined that no violation occurred, the issue would be dropped.
   - Any determined violation will be ameliorated by either 1) voiding the grade resulting from the violation; 2) allowing affected students to retain grade or; 3) providing a fair alternative method of grade adjustment as determined by faculty, chair and dean. These options should extend to the entire class affected. All final grades for that class should be adjusted accordingly with the following exception.
     - All students in the class will be notified of the actions and will have the right to choose the option they desire. To exercise their option students would need to contact the Registrar's office, provide identification and make a request in writing within 7 days of the department notification. The Registrar's Office will then contact the affected faculty member, department chair and dean with the results. The faculty member responsible for the grades of the affected individual(s) will make the needed adjustment to that individual's final grade.

5. Instructors should have the option to appeal the determination of the Student / Faculty committee. Appeals should be directed to Faculty Senate by way of the Faculty Senate President. The appeal would be heard by the President, the Student / Faculty committee and the affected instructor and department chair on or before Friday, noon of Finals Week with the intent of make a ruling on the appeal in advance of the deadline for final grades.

6. First violations by any individual instructor will result in a warning from the dean of the respective college. Additional violations will result in a letter to the chair and dean of the respective department/college indicating that the history of repeated violations of the Dead Week policy be included in the said instructor's performance evaluation. To be reviewed by KNEA.

Reviewed by the 2013-2014 Committee, 4/15/14, Approved by Faculty Senate 5/5/14
Proposed Flowchart for Expedited Program Legislation

Justification form for expedited program processing approved and signed from Provost’s Office

Legislation originates within the Department, approved by Department Chair and College Dean

Flexible timing

Some time to review materials

Registrar's Office for verification of hours and courses

7-10 days?

Emailed to members of the Provost Leadership Council

Meeting can be called on short notice

Provost Leadership Council signs off on legislation

7 days?

Report to Faculty Senate as FYI

Faculty Senate UGCC

Office of the Provost via Registrar’s Office

7 days?

Faculty Senate Legislative website for Year-Long Posting

KBOR Expedited Program Proposal

Note: Idea behind this process is not to slow down concept while still ensuring checkpoints.
Process should take no more than one month. Items in red are tentative ideas/concepts.
Please direct any comments to Peter Chung, pchung@pittstate.edu, x4736.
e. Expedited Program Approval

This expedited program approval process is designed to allow state universities to respond quickly to distinct opportunities to meet workforce, economic or other special needs.

i. Request for Approval

To request approval to offer a program under the expedited approval process, a state university shall enter the proposed program into the Program Inventory Database and submit a “Statement of Intent” to the Vice President for Academic Affairs. The Statement shall be limited to two pages and shall:

(1) Justify the need for expedited implementation by demonstrating that the program:

(a) has a direct and immediate impact on meeting workforce, economic, or other special needs and/or has been directly requested by a corporate, industrial or public entity;

(b) is distinct within the state university sector or if not distinct, that duplication is appropriate; and

(c) meets all the requirements of Board policy on off-campus delivery of academic courses and programs.

(2) Describe the proposed program, including:

(a) an overview of the program and curriculum;

(b) the title of program, responsible department(s), degree(s) to be offered and CIP code;

(c) the anticipated date of implementation; and

(d) any new required resources and how those will be funded.

The Vice President for Academic Affairs will review the “Statement of Intent” and, if approved, shall electronically submit the Statement to the Council of Chief Academic Officers and Council of Presidents. The Councils shall have fourteen calendar days to review and comment on the proposed program.

The Vice President for Academic Affairs shall review the proposed program and any comments received, and provide a recommendation to the Board President and Chief Executive Officer for final consideration.