The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, October 28, 2013 in room S102 of the Kansas Technology Center with Justin Honey, President, presiding.

**Past Minutes**

The minutes for September 23, 2013 were approved with one addition. Dacia Clark of Classified Senate was unable to attend the last meeting, but did send a report which was read by President Honey and was not included in the September minutes. The message read of the importance of PSU employees to continue to attend forums offered pertaining to University Support Staff.

**Announcements**

*Provost and Vice President of Academic Affairs – Dr. Lynette Olson*

Dr. Olson began by advising that over the last few years a considerable amount of time and focus has been spent on accountability. Accountability to KBOR with data, accrediting bodies, and applications for reauthorizations require on-going attention. Various aspects to bolster accountability include assessment and assessment of student learning, Program Reviews, institution effectiveness and unit plans. A new University Strategic Plan is under development for next year with co-leaders Dr. Jan Smith and Dr. Brad Hodson along with appointed faculty on the committee. All this demonstrates a lot of pieces all function together and have previously been placed is separate siloes. In order to fit all these entities together and provide for a more systematic approach to managing this component of the University there will be a reorganization effective January 1, 2014. This collaborative will result in renaming what was once Analysis and Planning to Office of Institutional Effectiveness naming Dr. Jan Smith as Assistant Vice President for Institutional Effectiveness. Dr. Smith was key in preparing for the legislative bus tour in mid-October and will be instrumental in the multiple functions within this office. (see attached)

Dr. Olson asked for questions and none were presented. She advised she could be reached by phone or email should any questions arise at a later time.

Dr. Olson then spoke of program reviews and questions regarding MLL’s program review that were raised at the September Faculty Senate meeting. She reminded those present of the process, as developed and approved by FS endorsing the process. Recommendations of the committee (a cross section of individuals of Academic Affairs) met and reviewed and made recommendations. Dr. Olson advised she did due diligence over summer and met with MLL faculty, dean, program review committee members and spent time deliberating to determine action to be taken. Decision was made based on program review outcome and delegation of future planning to Dr. Karl Kunkel. She stressed her commitment to Modern Languages on this campus and that there is planning that will take place over the next few months led by Dr. Kunkel. Dr. Olson turned to Dr. Kunkel to further explain the discussion thus far.

Dr. Kunkel advised that a recent discussion with Arts & Science faculty is on YouTube at [http://www.youtube.com/watch?v=uwOa6dSGgMM](http://www.youtube.com/watch?v=uwOa6dSGgMM) which provides the same PowerPoint shared with FS. The discussion included program review process and recommendations, degrees awarded over time through MLL, research initiated on what other institutions have done, current student completion plans and creation of a task force to determine future of MLL. The task force has 13 members, which includes all MLL faculty and is being chaired by Dr. Celia Patterson. The group is to make their recommendations by end of May and Dr. Kunkel will make his recommendations to Dr. Olson soon after. Dr. Kunkel stressed his commitment to offering foreign languages on this campus.

Justin Honey opened the floor for discussion. Dr. Darren Botello-Samson asked more about the decision of termination being relayed to the public. Dr. Olson responded citing the recommendation of the program review committee regarding the BA and she made the decision to also discontinue accepting new majors into the BSED until further review. She added that she had heard that faculty and students were expressing they were caught off guard. In personal assessment she indicated maybe she should have posted interim reports to advise others what was being reviewed and is something to consider in the future. Consider this type of thing does not occur often and departments
may work out concerns before the need to terminate a program, so publicizing as the process is on-going may not always be the best option.

Dr. Botello-Samson spoke of broader effect on other programs such as International Studies which may now require revisions to the program. Dr. Olson reminded the group of the ‘teach-out’ plan being developed which would allow students who have already declared majors to complete their study and does not impact minors.

PSU Exceptions Window Program – Dr. Bill Ivy and Heather Eckstein
Dr. Ivy advised of a change beginning summer of 2015 to qualified admissions. Presently legislation allows up to 10% of new admissions into the exceptions window. This fall PSU admitted closer to 5% or 130 students. Per new legislation must now develop a plan to help students admitted through the window to succeed. (see attached)

Ms. Eckstein presented information on the recently developed plan which includes an agreement signed by students at CARES. In order to monitor the student’s progress and closely track the number of meetings had with advisors, these students are in designated sections of Freshman Experience which meet 3 times a week and have a major as Undeclared. There are also learning communities established with ENGL 101 and PSYCH 155 and learning skills are practiced. If after the first semester they have completed 12 hours with at least a 2.0 GPA they do not need to remain in the program and can declare a major.

Dr. Khamis Siam asked if students from outside of Kansas were also in this program, response was they were treated the same. Dr. Siam also asked if these students were taking FSCC classes held on our campus, to which the answer was no. Dr. Joe Arruda asked about the retention rate of this group of students, to which Heather responded approximately 50% and Dr. Ivy responded our overall retention rate is 74.32%. Rebecca Book added that there is a special program for transfer students as well, they may not be undeclared majors, but most meet with Heather.

Changing terminology in 2014-15 catalog - Debbie Greve, Registrar
In checking the KBOR manual, we find no mention of the term “options” to describe components within a major. In order to better align with the language used by BOR, in the next catalog, the term “emphasis” will replace terms such as option and track. No legislation will be necessary.

PSU/KNEA – Dr. Browyn Conrad, President
Dr. Browyn Conrad advised that the discontinuation of the MLL majors was discussed and a statement prepared. (see attached). Previously had been asked to report on post-tenure review and determined cannot impose policy. There was a sub-committee which looked at issue last summer, headed by Bob Kehle. Tobacco survey was completed and should be posted soon.

Student Senate Remarks – Bailey Peak
No report.

Unclassified Senate Remarks – Dr. Andrew Myers
Not present.

Classified Senate Remarks – Dacia Clark
Not present.

Faculty Senate President – Justin Honey
Mr. Justin Honey reminded group of the on-going BOR Strategic Plan and the initiative for 60% of Kansans to have some sort of credential (certificate, associate, baccalaureate, etc) by 2020. According to BOR if we continue to do what we have done, there will be an 18,000 reduction in graduates by 2020 due to decline in population in the state. It is agreed that much of this increase will depend on 2-year institutions. Recapping the recent Legislative Bus Tour, Mr. Honey was pleased with preparation and representation of PSU administration and others.
Committee Reports

Undergraduate Curriculum – Mike Carper, Chair
Dr. Mike Carper presented summary of curriculum items (see attached). Motion passed unanimously.

Library Services – Barbara Pope, Chair
Ms. Pope shared the committee met on October 22 and reviewed the minutes of the meeting as well as the results of a recent Student Government survey on use of library. (see attached)

Writing Across the Curriculum – Greg Murray, Chair
Mr. Murray advised the committee had met and is in process of creating best practices.

Diversity and Multicultural Affairs – Carol Werhan, Chair
Dr. Werhan and the committee met on October 16 and is looking for a means to provide easy access to the Faculty Diversity Resources developed last year and checking links within LibGuide. (report attached)

Student Faculty – Josh Letner, Chair
In the September meeting Josh Letner was appointed chair and Dr. Todd Hastings was designated as recorder. Topics thus far include Dead Week and Academic Dishonesty policies. The next meeting will be held on October 31st.

Faculty Affairs – Jamie McDaniel, Chair
Dr. Mark Johnson announced the committee is revising Summer Teaching Innovation Grant and asked for a vote to increase travel funds from $875 domestic to $1000 and from $1000 international to $1250. The request was based on considerably higher costs to travel and attend conferences. It is also important that we continue to spend our allotment in order to receive an annual increase. This proposal would be effective FY 2015. The question was posed by Dr. Mark Peterson if this would eliminate any possible applicants by reducing the number of applicants possible. Dr. Johnson responded that there was over $3,000 at the end of last year. Susan Schreiner, a member of the committee, asked for clarification of which fiscal year this would be initiated. Dr. Johnson, corrected his earlier motion to read effective FY 2014 – making it retroactive due to low numbers thus far. Motion passed unanimously. (see attached)

Constitution Committee – Mark Johnson, Chair
Dr. Johnson advised the committee had met, divided document with committee members to review. Dr. Johnson stated it was difficult to keep track of what we do and need a system that keeps up with legislative items in order to keep the constitution updated.

General Education – Mark Johnson, Chair
Dr. Johnson advised had not met as a committee to date, but based on his meeting with Dr. Olson of October 18, he had compiled a list of action items most of which have a completion date of March or April 2014. (see attached)

Unfinished Business  None.

New Business  None.

Open Forum
Dr. Johnson announced that entrepreneur Doug Hall would be on campus October 31 for multiple presentations to kick off a new interdisciplinary minor -- Innovation Engineering.

Susan Schreiner reminded the group of the Faculty Author Reception on November 7th at 3:00 pm. in the Axe Library.

Meeting Adjourned
Motion to adjourn was approved at 4:20 p.m.

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*Christel Benson substituted for Akram Taghavi-Burris at the September meeting. Greg Murray attended the September and October meeting. Patricia Lindley attended the October meeting.
Agreement

KBOR Performance

Institutional Accreditation

Institutional Planning

Institutional Research

Learning

Assessment of Student

Academic Program Review

Administrative Specialist
Ms. Kathy Bendard

Director of Institutional Research
Dr. Daj Li

Director of Assessment
Dr. Patricia Lindley

Effectiveness
Assistant VP for Institutional
Dr. Jan Smith

Beginning January 2014

Effectiveness
Office of Institutional
PSU Exception Window Program to Meet Legislative and Kansas Board of Regents Mandates

Background

1. Current Criteria for Regular Admission (must meet one of three)
   - 21 ACT
   - upper 1/3 class rank
   - 2.00 in core curriculum

   These will change in 2015 to new, more rigorous standards.

2. Students who do not meet any of the above performance criteria may be admitted as “exceptions.”
   - Number capped at 10% of all admitted students in current year.
   - PSU usually admits 5-7% in any year (130 in fall 2013)

3. Kansas Legislature became interested in the exceptions and their success about two years ago. Some sentiment existed for eliminating exceptions and directing those students to start in the community colleges.

4. In compromise between Legislature and the Kansas Board of Regents, the exception window for admission was retained, but universities were committed to creating individual success plans and tracking progress. System had to be in place for 2013 fall semester.

5. We are meeting the mandate through initiative coordinated by the Office of Student Success Programs.

Faculty Senate

October 28, 2013
The PSU-KNEA executive committee has developed this statement relative to the recent decision to discontinue the Bachelor of Arts degrees in Spanish and French:

The PSU-KNEA/PSU-Regents Agreement is confined to the procedures that must be followed in the event of program discontinuance and PSU-KNEA defers to the Faculty Senate in matters related to curriculum, including the procedures for program review. As members of the KNEA, the executive committee values the important role played by the liberal arts, including the language arts, in our collective commitment as public education professionals to "prepare every student to succeed in a diverse and interconnected world." Please take a moment to review the mission and values of the NEA at http://www.nea.org/home/19583.htm.

Browyn K. Conrad
PSU-KNEA President

Submitted on 11/20/2013, as corrected, for inclusion in the minutes.
Undergraduate Curriculum Committee
Wednesday, October 16, 2013

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

1. **Automotive Technology Department** is DELETING AT 691 Service Management Seminar and replacing it with several courses as suggested by their Advisory Committee. The first two courses have already been legislated and approved and have been implemented into the curriculum in the emphasis area.

   *(John Thompson represented the Automotive Technology Dept.)*

   Motion to Approve: David O’Bryan. Second: Julie Dainty. **Approved.**

2. **School of Construction** is implementing a NEW COURSE CMCET 410 Technical Spanish for the Jobsite Supervisor into their Construction Management emphasis area as requested by the Construction Advisory Committee over the past several years.

   *(No one represented the legislation.)*

   **School of Construction** also put up legislation for revision to a course, CMCET 235 Methods of Construction – Light Frame and Finishes. They are adding a lab to the course.

   Motion to Approve: John Thompson. Second: Chris Anderson. **Approved.**

3. The following legislation was submitted by the Math Department. *(No one represented the legislation.)*

   a. DELETION of their Bachelor of Arts in Mathematics due to low enrollment numbers and the suggestion of Program Review.

   b. REVISION to their Bachelor of Science in Mathematics to better define what particular electives the students should take.

      *(NOTE: The Committee had some questions so the chair will ask for clarification and the committee will vote via email once the explanation has been given.)*

      *(Note: An explanation was provided by Tim Flood. The committee viewed the explanation, took an on-line vote, and the was approved.)*

   c. REVISION to the Pre-requisites for MATH 513 Discrete Structures to now require MATH 413 Introduction to Mathematical Thought.

   d. REVISION to the Pre-requisites for MATH 543 Probability and Statistics to now require MATH 413 Introduction to Mathematical Thought.

   e. REVISION to the Pre-requisites for MATH 557 Analysis I to now require MATH 413 Introduction to Mathematical Thought.

   f. Deletion of MATH 558 Vector Calculus to be replaced by MATH 758.

   g. REVISION to the Pre-requisites for MATH 613 Abstract Algebra to remove existing prerequisites and now require MATH 413 Introduction to Mathematical Thought.

   h. Deletion of MATH 627 Linear Optimization Models to be replaced by MATH 727.

   i. Deletion of MATH 635 The Geometry of Space-Time to be replaced by MATH 735.
j. REVISION to the Pre-requisites for MATH 636 Basic Concepts of Geometry to remove the existing prerequisite and now require MATH 413 Introduction to Mathematical Thought.

k. Deletion of MATH 643 Mathematical Statistics to be replaced by MATH 743.

l. Deletion of MATH 646 Statistical Methods I to be replaced by MATH 746.

Motion to Approve all except the Bachelor of Science in Mathematics: John Thompson. Second, Julie Dainty. Approved.

4. The Department of Music submitted legislation for the REVISION of a MINOR.
   (No one represented the legislation.)
   Motion to Approve: David O'Bryan. Second: John Thompson. Approved.

5. The Department of Interdisciplinary is DELETING elective NURS 723 Client/Family Health: Theory, Assessment and Promotion from there Public Health Minor.
   (No one represented the legislation.)
   Motion to Approve: Chris Anderson. Second: Julie Dainty. Approved.

6. The Colleges of ARTS & SCIENCES, BUSINESS, EDUCATION, and TECHNOLOGY submitted the following legislation:
   a. CREATION of a new course UGS 201 Introduction to Research as an elective
   b. CREATION of a new course UGS 601 Research Futures as an elective
   (No one represented the legislation.)
   Motion to Approve: Chris Anderson. Second: David O'Bryan. Approved.
Library Services Committee  
Tuesday, October 22, 2013  
11:00am

Attendees:  
Barbara Pope (Chair), Randy Roberts, Kristi Frisbee, John Thompson, Morgan McCune, Kris Lawson, Michael Davidsson.

Committee Actions:  
The committee voted to approve the minutes from the last meeting. Motion to accept: Randy Roberts. Second: Kristi Frisbee. Passed.

Randy Roberts prepared a list of library guidelines for the committee to review. (See below). He advised that many of the guidelines are dated and have not been reviewed for quite some time. Kris Lawson asked about #24 (Receipt of Gifts) in particular and wondered if they had been updated recently. Randy reported they had not and reviewed some specifics for the guidelines. There will be some revisions including #32 and #33 (Special Collections and University Archives) and an "Unattended child" guideline which has been referred to the university attorney for review prior to implementation. Barbara Pope advised that some of the items are no longer used like #43 (Research Rooms) which have been repurposed, and #89 (Use of Standardized Test Collection) which has been moved to another location on campus. Randy encouraged the committee to make suggestions regarding other guidelines that should be added. Barbara Pope advised we revisit the mission statement as well. Kristi Frisbee asked about #41 (Safety Procedures) and if the library has any kind of “Active shooter” policy. Morgan advised that the library has an Emergency Plan which is not yet completed but deals with every kind of emergency including flood, fire, personal safety, etc. Morgan advised they have spoken with Mike McCraken about developing some “table-top” exercises as well.

Randy Roberts also reported on some projects including the Student Government survey regarding the hours of operation. (See below). They heard from almost 1100 students. They found that weekdays after 11:00pm was requested most of all. The second highest number requested later hours on Friday and Saturday’s after 5:00pm. The 3rd choice was Sunday before 3:00pm. No decision regarding of hours of operation has been finalized because considerations for student workers, budget, staffing, and other issues must be thought through first. An extended hours computer lab is one need that students have. Randy advised there simply is not enough space in the library and thinks there may be a place for it in the new Student Center addition. Randy spoke to the Student Government about helping fund the additional hours for student help and they indicated they have some money they could commit for a semester or year until a case for more library funding could be made.

Randy reported that a Library Consultant was here recently to look at aesthetics, refurbishment, new initiatives which are more accepting of change, and reallocating existing space. Randy felt there would be upper administration support for some of the recommendations made by the consultant. Dr. Olson wants a new strategic plan for the library. Michael Davidsson advised we pole the student body for their input and suggested using the marketing department for help.

Next meeting be Tuesday, November 19th at 11:00 in the library.

Meeting adjourned at noon.
Library Services
Current Guidelines by topic
10/22/2013

#1 Budget Allocations
#1A Library Annual Budget
#3 Restricted Fee Accounts
#5 Travel Guidelines
#20 Collection Development
#21 Mission Statement
#22 Book Selection
#23 Position on Challenged Materials
#24 Receipt of Gifts
#25 Weeding for the General Book Collection
#28 Periodicals Selection
#30 Government Documents
#32 Special Collections
#33 University Archives
#40 Use of the Library
#41 Safety Procedures
#42 Building Hours
#43 Research Rooms
#50 Statement on Academic Freedom and Professional Ethics
#51 Key Dates for Library
#52 Library Services Meetings/Elections/Committees
#53 Annual Goals and Objectives
#55 Library Search Committees
#56 Reduction of Tenured Faculty Positions due to Financial Exigency
#57 Release Time for On-Campus Coursework
#60 Organizational Chart
#61 Position Descriptions
#71 Student Employees
#80 Confidentiality of Library Records
#82 Lost and Found items
#84 Lending Code
#86 Appeal of Library Charges
#89 Use of Standardized Test Collection
Library Survey Results

1. On average, how many times a week do you use the library?

<table>
<thead>
<tr>
<th>Frequency</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never</td>
<td>274</td>
</tr>
<tr>
<td>1-2 Times</td>
<td>494</td>
</tr>
<tr>
<td>3-5 Times</td>
<td>199</td>
</tr>
<tr>
<td>5-7 Times</td>
<td>55</td>
</tr>
<tr>
<td>7-10 Times</td>
<td>20</td>
</tr>
<tr>
<td>10+ Times</td>
<td>14</td>
</tr>
</tbody>
</table>

2. What day of the week do you use the library most often? (circle all that apply)

<table>
<thead>
<tr>
<th>Day</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>146</td>
</tr>
<tr>
<td>Monday</td>
<td>307</td>
</tr>
<tr>
<td>Tuesday</td>
<td>290</td>
</tr>
<tr>
<td>Wednesday</td>
<td>347</td>
</tr>
<tr>
<td>Thursday</td>
<td>302</td>
</tr>
<tr>
<td>Friday</td>
<td>169</td>
</tr>
<tr>
<td>Saturday</td>
<td>59</td>
</tr>
</tbody>
</table>

3. If library hours were extended when would you most likely use the additional hours? (circle all that apply)
Weekdays after 11pm - 380, Fri/Sat after 5pm - 295, Sun before 3pm - 257, Sun after 11pm - 146

4. What other comments and suggestions do you have regarding library hours, library services, and library spaces?

- Very helpful.
- I do my homework at home.
- The technology needs updated.
- It works well, I like to study there.
- I like the basement.
- They do a great job.
- More computers.
- Like it how it is.
- Good place to study.
- It’s nice, but I haven’t used it.
- Extended hours.
- Keep up the good work.
- Cheaper coffee.
- Library online search needs to be friendlier. (Impossible to use for research).
- More air conditioning on the upper floors.
- Longer hours.
- Open 24/7.
- Extending the service hours, and the temperature is always too low. Turn down the AC.
- I would use the library all day Sunday if it were open earlier.
- More control on noise level.
- The extension of hours would benefit students and give more opportunity for success.
- Get done with construction soon.
• Get done with construction.
• Open more hours, have more tables.
• Open later.
• Open later on weeknights.
• Only time I use it is online.
• Not be so hot.
• More hours.
• Just go to work with students.
• Bigger enforcement of quiet zones upstairs.
• More signs.
• More starbucks.
• It’d be nice if the hours were longer.
• If it was open 24/7 it would be a very convenient place to do late homework.
• New student, haven’t been to the library.
• Haven’t used the library.
• Offer free limited copies per student per week.
• The library really helps history students.
• Don’t use.
• Have coffee shop open longer.
• Extend library hours during exam weeks.
• Longer coffee hours.
• Better people to run printing.
• Longer hours.
• Just a freshman, haven’t used yet.
• Do it.
• Open later.
• Live out of town, don’t use.
• Certain areas should be 24 hours.
• Open earlier Sunday.
• The library is a great place, more space for computers.
• Love the coffee area.
• Open in the morning at 7:00
• Open before 7:30.
• 24 hours during the week.
• I’m more productive at night, stay open later.
• Good service, maybe have study rooms with whiteboards.
• More open time Sunday.

Total Surveys completed as of 9/17/13 - 1056!
FS Diversity and Multicultural Subcommittee  
Senate Report  
October 28, 2013  

By Carol Werhan, Chair

Met October 16  
Currently reviewing LibGuide to make sure all links are current and determining best ways to provide easy access to it as well as Faculty Diversity Resources that were developed last year.

Will be meeting with representatives of the Tilford Group; Multicultural Recourse Center & Director of Multicultural Student Affairs; Director of International Studies; Director of Equal Opportunity and Affirmative Action on Nov. 20th to discuss how our missions/responsibilities align.
DATE: 10/27/13
TO: Justin Honey, PSU Faculty Senate President
FROM: Jamie McDaniel, Faculty Affairs Committee Chair
SUBJECT: Report from September Meeting

Purpose
This document reports the two main pieces of business discussed at the October Faculty Affairs Committee meeting on October 17.

Discussion
The Committee focused on two pieces of business during the October meeting: ranking the Summer Teaching Enhancement Grant form and increasing the amount of travel funds available to an individual applicant.

Revising Summer Teaching Innovation Grant Ranking
The Committee received seven submissions for the revised STIG grant. We met, discussed, and ranked the proposals according to the new criteria. The Committee then forwarded the rankings to the Provost, who makes the final decision.

Increasing Travel Funds
Currently, the top amount that qualified individual applicants can receive for Professional Development Travel through the Committee is $875 for domestic conferences and $1000 for international conferences. We request that the Faculty Senate votes to increase these amounts to $1000 for domestic conferences and $1250 for international conferences.

We have two primary reasons for this change. First, the cost of conferences, and especially travel to conferences, continues to increase each year, but the top amount has not changed in several years. Second, according to Trish Peak, we had approximately $4000 left over in the Professional Development account last year. If we continue to have unused funds, the likelihood arises that our overall allocated amount for Professional Development will be lowered.

Conclusion
Please contact Jamie McDaniel at jmcDaniel@pittstate.edu or x4744 if you have any questions or concerns.
DATE: October 8, 2013
TO: Justin Honey, Faculty Senate President
FROM: Mark L. Johnson, General Education Committee Chair
RE: General Education Committee Report

Here are my notes from October 18, when I met Provost Dr. Lynnette Olson and you concerning your expectations and recommendations for the General Education Committee work this year. In that meeting, we agreed that the General Education Committee would do the following:

1) As chair of the Gen Ed Committee, I will give a report to the Faculty Senate on October 28 to announce the plans for General Education Review at Pitt State.

2) By March of 2014, the General Education Committee will develop a process and timeline for reviewing General Education Courses.

3) By March of 2014, the General Education Committee will develop a process for orienting departments.

4) During April of 2014, the General Education Committee will engage one or more departments in a pilot review.

5) During the year, the General Education Committee will review its structure as outlined in the Faculty Senate Constitution and make recommendations to the Faculty Senate Constitution Committee for proposed amendments to the Constitution and Bylaws by April 2014.

6) By April 2014, the General Education Committee will identify deliverables for departments to submit during the General Education Review Process and a rubric for each.

We look forward to working with you in helping create an effective assessment system for general education at Pittsburg State.