

Pittsburg State University Faculty Senate Meeting

Date:Monday, May 9, 2022Time:3 p.m.Location:Ballroom C, Overman Student Center

Agenda

- I. Call to order
- II. Guest Speakers
- III. Approval of April 25, 2021 minutes

IV. Announcements

- A. Provost and Vice President of Academic Affairs- Dr. Howard Smith
- B. PSU/KNEA Remarks- Khamis Siam
- C. Student Senate Remarks- Kaedra Brenner
- D. Unclassified Professional Senate Remarks- Mary Jo Meier
- E. University Support Staff Remarks- Terry Pierce
- F. Faculty Senate Report- Shawnee Hendershot
- IV. Committee Reports
 - A. Academic Affairs Committee Chair: Mike Carper
 - Undergraduate Curriculum Subcommittee Chair: Mary Jo Goedeke (Mike Carper reporting)
 - Library Services/Learning Resources Subcommittee Chair: Chase Dearinger
 - Online and Distance Learning Committee Chair: Alex Binder
 - Academic Honors Subcommittee Chair: Matthew Lunde

- Honors College Subcommittee Chair: Michelle Hudiburg
- Writing Across the Curriculum Subcommittee Chair: Alex Binder
- Diversity and Multicultural Affairs Subcommittee Chair: Eric Rojas
- B. Student-Faculty Committee Chair: Tracy Stahl (Grant Moss reporting)
- C. All-University Committee Chair: John Daley
- D. Faculty Affairs Committee Chair: Jennifer Harris
- E. Constitution Committee Chair: Norman Philipp
- F. Pitt State Pathway Committee Chair: Bob Kehle
- G. Budget Committee Chair: Chris Childers
- H. Academic Honesty Committee Chair: Karen Johnson
- V. Unfinished Business:
- VI. New Business:
- VI. **Open Forum:**
- VIII. Adjournment

Next Faculty Senate Meeting: Fall Semester 2022

Committee Reports

Academic Affairs – Chair: Mike Carper

Faculty Senate; Academic Affairs Committee:

Mike Carper - Chair Ashlee Ables Phillips John Daley Chris Labuda Tatiana Goris Jessica Jorgenson Borchert Gina Coomes

This committee was not called upon to meet during the AY 2021-22.

Thank you,

Mike

Undergraduate Curriculum – Chair: Mary Jo Goedeke (Mike Carper reporting)

University Undergraduate Curriculum Subcommittee Annual Report 2021-2022

The Pittsburg State University Undergraduate Curriculum Subcommittee was active for the 2021-2022 academic year.

For this academic year, the committee held nine meetings, four were held in the fall and five were held in the spring. In preparation for hearings, committee members reviewed all items of proposed legislation submitted for review by the committee. During committee meetings, committee members discussed the proposed changes and identified corrections in the proposed legislation, where necessary. The committee considered and approved a total of 123 curriculum changes during the academic year.

The faculty members on the committee for 2021-2022 academic year included: Dr. Mary Jo Goedeke, Dr. Mike Carper, Ms. Krissy Lewis, and Dr. Ram Gupta. Dr. Karen Johnson served as a member Ex-Officio. Students on this committee included: Devyn Pitts. Melinda Roelfs and Michelle Hensley also attended meetings.

Library Services – Chair: Chase Dearinger

FACULTY SENATE COMMITTEE REPORT LIBRARY SERVICES COMMITTEE PITTSBURG STATE UNIVERSITY 2021-2022 ACADEMIC YEAR

The Library Services Committee met in August through email and elected Chase Dearinger as Chair and Gail Yarick as Recorder.

Committee members for 2021-2022 included: Gail Yarick, Michelle Hudiburg, Ruth Monnier, Susan Johns-Smith, Randy Roberts, Howard Smith, Chase Dearinger, Brian Sandford, Dilip Paul, Robert Lindsey

The Library Services Committee did not meet during the 2021-2022 school year except to elect a chair and recorder.

Online and Distance Learning – Chair: Alex Binder

Dr. Shawnee Hendershot, Pittsburg State University College of Education

Pittsburg, KS 66762

Dear Dr. Hendershot,

The Pittsburg State University Online and Distance Learning Committee met on September 21 to elect a chair and recorder, review the responsibilities of the committee, and set an agenda for amending course delivery definitions.

We met in October and November with Ms. Melinda Roelfs to work on and finalize the proposed course delivery definitions. The ODLC proposed the following amendments:

Previous Course Delivery Definitions

Face-to-face - Not defined in catalog or course schedule

Hybrid – From catalog: "Hybrid Courses provide a minimum of 50% of the instruction (course material, discussion, evaluation) on-line through the learning management system. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line. These courses must have established classroom (face-to-face) meeting dates listed in the Schedule of Classes at the time the course is listed."

Hyflex – From Course Schedule: "Instruction delivered online either synchronously during scheduled class time or asynchronously via CANVAS; class will be split into smaller groups and required to attend on-campus as assigned."

Online – From Catalog: "On-Line Courses provide 100% of the instruction (course material, discussion, evaluation) on-line through the learning management system and do not require attendance on campus. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line."

Other - From Course Schedule: "Click on the course to view details on course delivery"

Travel – Not defined in catalog or course schedule

Independent Studies - Not defined in catalog or course schedule

Proposed Course Meeting Definitions

In-Person (InP) - Classes will be held in person as listed on the schedule.

Hybrid (HYB) – Class will meet in person and online. Check the class schedule for in person meeting dates, times and location.

Online Asynchronous (WWW-A) – Class meets 100% online using on-demand (asynchronous) digital course materials and tools.

Online Synchronous (WWW-S) – Class meets online using live (synchronous) technology. Check the class schedule for online meeting dates, times, required technology, and optional on-campus viewing locations.

By Appointment (APPT) – Course requires students to plan with the instructor and/or department regarding course attendance requirements. (Examples include, practicums, student teaching, art or music studio/sessions, internships, independent study, study abroad, and travel.)

Amendments:

- 1. Change "Delivery" to "Meeting"
- 2. Change "Face-to-face" to "In-Person"
- 3. Split "Online" into "Online Asynchronous" and "Online Synchronous"
- 4. Add "By Appointment"
- 5. Remove "Hyflex", "Other", "Travel", and "Independent Studies".

The amendments were approved by the Senate and will go into effect for the summer and fall 2022 schedules.

The ODLC collaborated with the Student-Faculty Committee in March to draft a statement for the syllabus supplement regarding inclement weather. The statement approved by both committees reads as follows: "If the university declares an inclement weather day, it is the instructor's discretion to determine any shifts to course work."

The faculty members on the committee for 2021-2022 included: Dr. Laurent Pretot, Mr. Robert Lindsey, Ms. Krissy Lewis (recorder), Ms. Janet Lewis, Dr. Susan Dellasega, Dr. Jim Truelove, and Dr. Alex Binder (chair). The student members for 2021-22 included Scott Russell and Brooklyn Peterson.

Sincerely,

Dr. Alex Binder Online and Distance Learning Committee, Chair Assistant Professor, Economics Pittsburg State University Phone: 620.235.4546 abinder@pittstate.edu

Academic Honors – Chair: Matthew Lunde No report received.

Honors College – Chair: Michelle Hudiburg

Spring 2022 Faculty Senate Report

January 16 – February: The committee reviewed applications for students interested in joining the 2022-2023 Honors College cohort.

February 13: Held in-person interviews with top 44 applicants from the application round.

February 15: Offers went out to top 30 applicants, following in-person interviews.

March 1: 2022-2023 Honor College Cohort announced.

Point of Information: Dr. Craig Fuchs is retiring and Ms. Heather Eckstein will take over as Director of the Honors College in 2022.

Writing Across the Curriculum - Chair: Alex Binder

Dr. Shawnee Hendershot, Pittsburg State University College of Education

Pittsburg, KS 66762

Dear Dr. Hendershot,

The Pittsburg State University Writing Across the Curriculum Committee reviewed 43 submissions in the fall semester and 39 submissions in the spring semester for the writing to learn best practices grant.

We held one meeting in the fall to elect a chair and review the responsibilities of the committee. We met in February to discuss the denial of priority enrollment for upper classmen for writing to learn courses at the request of Provost Dr. Smith. We decided that more information was needed to understand the issues surrounding upper classmen's inability to get writing to learn courses. We met again in April to review the survey developed by Dr. Zepernick to gather more information from faculty. We will meet in May to discuss the results and make a recommendation to the Provost regarding the priority enrollment issue.

The faculty members on the committee for 2021-2022 included: Dr. Laura Covert Miller, Ms. Barbara Pope, Dr. Kevin Elliot, Dr. Dilip Paul, Ms. Debbi Fischer, Dr. Janet Zepernick, Dr. Jessica Jorgenson Borchert (recorder), and Dr. Alex Binder (chair).

Sincerely,

Dr. Alex Binder Writing Across the Curriculum Committee, Chair Assistant Professor, Economics Pittsburg State University Phone: 620.235.4546 abinder@pittstate.edu

Diversity and Multicultural Affairs - Chair: Eric Rojas

To: Shawnee Hendershot, Faculty Senate President (AY 2021-2022) and Faculty Senate Members
From: Eric Rojas, Chair of Diversity and Multicultural Affairs Committee
Subject: Final Report for Diversity and Multicultural Affairs Committee AY 2021-2022
Date: April 27, 2022

Faculty members on the committee included: Eric Rojas (Chair), Laurie Martin (Recorder), Browyn Conrad (At-large), Jason Clemenson, Lori Dreiling, Daniel Maxwell, Laurent Pretot, Deatrea Rose, David Weaver, Khadija Ceesay (SGA representative), and Carmina Gonzales (SGA representative).

Each academic year, the Diversity and Multicultural Affairs Committee is tasked with the following objectives:

- Explore the influences of diversity and multiculturalism in instruction, in the curriculum, and in the academic content of various disciplines.
- Serve as liaison among the organized diversity groups on campus, including the Tilford Group, the University Council on Diversity, the Office of Student Diversity, etc.
- Develop curriculum resources which deal with diversity and cultural issues.

In Fall 2021, Our committee reached out to the Office of Student Diversity (OSD) and the International Student Association (ISA) in 2021 to brainstorm about ways in which we could support campus diversity and multiculturalism. We determined that one the best ways to do this would be to help promote OSD and ISA events in our classes.

During the 2021-2022 academic year members of our committee:

- Promoted OSD and ISA events in our classes. Many of our students were able to attend these events.
- Attended OSD and ISA events to promote faculty presence and involvement.
- Where OSD and ISA events aligned with course curriculums, incentives such as extra credit were offered to students attending and participating in these events.

The following are some of the OSD and ISA events that committee members helped to support during the 2021-2022 academic year:

- ISA's Tastes & Sounds of Nations (Nov. 12, 2021)
- ISA's International Food & Culture Fair (Mar. 5, 2022)
- In fall 2021, Gracie Ruble from International Programs and Services was able to visit some of our classes to help promote ISA events.
- Hispanics of Today (H.O.T.) & the Native American Student Association (NASA) bake sale fundraisers (2021-2022)
- Black History Month (Jan.-Feb., 2022)
- The Gender & Sexuality training session (Dec. 2, 2021)
- Maya's Poetry Slam, which was a collaboration between PSU's English program and the Black Student Association (BSA) (Apr. 4, 2022)
- Pride Month (Apr., 2022)

Student-Faculty – Chair: Tracy Stahl (Grant Moss reporting)

FACULTY SENATE COMMITTEE REPORT STUDENT FACULTY COMMITTEE PITTSBURG STATE UNIVERSITY 2021-2022 ACADEMIC YEAR

Student Faculty Committee Members for 2021-2022 include: Tracy Stahl (Chair), Grant Moss (recorder), Cole Shewmake, Shipra Paul, Jason Clemensen, Melinda Roelfs, and Jason Kegler, Chauncey Pennington, Emma Hertig (student), Emma Snider (student), Spencer King (student), Ayelén Pecci (student), and Sarah Paxton (student).

Others invited to attend meetings: Heather Eckstein (Student Success) and Marci Heatherly (SGA Campus Engagement Director)

During the initial meeting on September 7, 2021, Tracy Stahl was nominated as chair of the committee. Grant Moss was nominated as recorder. This committee met six times during the 2021-2022 academic year and addressed several issues.

1. The Associate Director of Campus Activities identified some structural changes in the SGA that requires a change in wording in the *Policy on University-Sponsored Student Activities*. The document reads "SGA Academic Affairs Director" and it needs to read "Campus Engagement Director" and the e-mail listed needed to be corrected. (See policy attachments) The policy was adapted and approved by Student Faculty Committee on October 19, 2021.

2. Reporting Academic Misconduct: The Academic Misconduct reporting form is cumbersome to find, and some faculty have requested that we provide the below link to the Faculty and Staff dropdown on our website. If it was moved to the Faculty/Staff dropdown on pittstate.edu and/or the Faculty Senate webpage, it would be easily accessible. The motion was approved by Student Faculty Committee on October 19, 2021.

3. Possible Dead Week Violation: Student Faculty Committee met on November 17, 2021 to discuss a potential dead week policy violation. The course professor from the reported potential dead week violation was contacted and had already taken corrective actions to remedy the complaint. Both the professor and student were satisfied with the corrective changes. No further action was needed.

4. Update Dead Week Policy: It was identified during the dead week policy review by this committee that there were two dead week policies. Our current dead week policy from 1999, which is posted in our current syllabus supplement, and an updated dead week policy that was passed by FS on March 14, 2014. (See policy attachments) The Spring 2022 syllabus supplement will reflect the most recent policy passed by FS in 2014.

5. Inclement Weather Policy: The committee drafted an inclement weather policy for the syllabus supplement. Language includes "it is at the instructor's discretion to determine any shifts to the coursework" so that academic freedom is maintained according to the contract. This policy was drafted and approved by the Student Faculty Committee on February 9, 2022.

6. Updates to the Academic Integrity Statement: Electronic issues are not addressed, and sanctions are not clear. Does the policy fit with the Student Code of Conduct and Title IX policies?

Dr. Kegler (Associate Vice President of Student Life) drafted language updates to the Academic Misconduct Statement and presented it to the committee for review and vote. Everything was changed to read as Academic Misconduct from Academic Dishonesty to stay consistent within the document and follow our current practices. Thank you again, Dr. Kegler. The Academic Misconduct Statement was adapted and approved unanimously by the Student Faculty Committee on March 1, 2022. The final document was presented to Faculty Senate for first read on April 25, 2022.

7. Early enrollment for Student Employees: It was presented for student employees to be able to enroll early similar to the Honors College Policy. Such a policy would incentivize more oncampus job applications. Student discussion ensued about how students can make almost double off campus, so although the policy might help, more actions (better pay) may need to be considered as incentive. Early enrollment for student employees was unanimously approved by Student Faculty Committee on March 1, 2022. We will have to leave the effective date open until changes can be implemented by ITS.

8. Changes to Early Enrollment Dates and Times: Student suggestion to move early enrollment to Monday through Friday during normal business hours for faculty to be available for students. Heather Eckstein was invited to attend meeting to provide input. Heather Eckstein discussed the current SIS system and what would happen if major changes were made. It was determined that we need to limit the number of people who enroll at a certain time to keep the system from crashing. There is less traffic on the system on a Sunday. The time of 5:00 AM was chosen due to students not being in class and giving each student a fair opportunity to enroll. The consensus of the committee was that we cannot make changes at this time with enrollment dates or times.

9. Early Enrollment for Student Athletes and SGA Representatives: It was presented by this committee to consider including student athletes and SGA representative in the early enrollment option similar to the Honor's College early enrollment policy. Discussion per Melinda Roelfs addressed the ability of the IT system to identify athletes but not SGA representatives at this time. The Student Faculty Committee approved including both student athletes and SGA representatives for early enrollment on April 25, 2022. The policy passed but needs additional time and updated technology to implement SGA representatives due to current SIS capabilities.

All-University – Chair: John Daley

22 April 2022

TO: Dr. Shawnee Hendershot President, PSU Faculty Senate

FROM: Dr. John Daley Chair, All University Committee

SUBJECT: AY 2021-2022 Committee Report

<u>Committee Member / Department / email /Term</u> John Daley HPASS <jdaley@pittstate.edu> 1 Janis Schiefelbein Nursing <,jschiefelbein@pittstate.edu> 1 Cole Shewmake HHPR <cshewmake@pittstate.edu> 1 Tatiana Goris TWFL <tgoris@pittstate.edu> 2 James Whitney Biology <jewhitney@pittstate.edu> 1 David Weaver Business <davidweaver@pittstate.edu> 1 Reed Beyeler Student <rbeyeler@gus.pittstate.edu> 1 Kenzee Shanks Student <kshanks@gus.pittstate.edu> Bella Bertoncino Student <ibertoncino@gus.pittstate.edu> McKenna Jones Student <mckenna.m.jones@gus.pittstate.edu>

Summary of Activities

Faculty members of this committee met virtually the week of 23 August 2021 and elected a chair (John Daley) and a recorder (Janis Schiefelbein). SGA had appointed no student representatives by that time. Having been assigned no missions in addition to our general responsibility for extracurricular activities on campus, the committee reviewed the previous year's report and agreed that clarification was needed on any COVID-influenced, university-wide attendance policy should one be needed, as the threat of contagion on campus was a non-curricular concern as well as a matter of course policy. The committee enquired of the Faculty Senate President accordingly, and she passed the query on to the Provost. The Provost responded that there was no university-wide policy; only that the Leadership Council recommended that individual faculty be as "merciful" as possible. The committee chair then followed up with SGA for the assignment of student committee members, made contact with them and explained the committee's status and mission. These administrative details were completed by 14 September 2021.

As in AY 2020-2021, the pandemic situation prevented the committee from undertaking any campus-wide special missions, and was assigned no special

charges/missions. Policy decisions were made, executed, and enforced by departmental chairs and deans. Therefore, the committee rendered no reports to the faculty senate after September 2021.

Faculty Affairs – Chair: Jennifer Harris (Amy Hite reporting)

4/27/2022

Faculty Affairs Committee Report AY 2021-2022

Faculty travel was funded this academic year with \$100,000 per the PSU Foundation. The committee met via Teams for review and approval/denial of travel requests. As of 4/27/2022, all faculty professional development funding requests have been approved with 1 international presentation, 30 out-of-state and in-state presentations, and 7 professional development conferences for a total of 37 PSU faculty. In total, as of April 27th, \$19,146.59 has been allocated leaving \$80,853.41 of the initial \$100,000 allocation, an additional \$10,110.00, has been approved and is pending allocation at this time.

A request for 2022-2023 academic year funding has been submitted to the Foundation for \$100,000.

The committee met via Teams tor review of sabbatical requests. We received 7 sabbatical requests WF 21. The committee proceeded to review and ranked all sabbatical requests with consideration given to purpose, proposed research, location of sabbatical, teaching benefits, research benefits, benefits to PSU, the chair's letter, and the dean's letter. The committee provided their rankings with the information being forwarded to the Provost.

Cynthia Huffman Santimukul Santra Michael Carper Jessica Jorgenson Borchert Chase Dearinger Lori Martin Linden Dalecki

Respectfully submitted,

Dr. Jennifer Harris Chair, Faculty Affairs committee

Faculty Affairs Committee Members: Khamis Siam, Kristen Maceli, Chauncey Pennington, Amy Hite, Tracy Rampy

Constitution – Chair: Norman Philipp

Constitution Committee End of Year Report for 2021-2022

During the 2021-2022 academic year the Pittsburg State University Faculty Senate (FS) Constitution Committee included Norman Philipp (chair), Jorge Leon (recorder), Chase Dearinger, Karen Johnson, and Kent Runyan. Composition and roles within the committee were decided upon during an initial meeting held in person on September 2nd, 2022 at 1 pm.

The Constitution Committee had two major accomplishments during the 2020-2021 academic year: 1) amending By-Law IV.A #1-10 of the FS Constitution and 2) adopting Article III.E to the FS Constitution.

By-Law IV.A #1 was amended to update the language and clarify the make up of the Online Undergraduate Curriculum Subcommittee, specifically:

- Changing "Provost and Vice President of Academic Affairs" to "Provost/Vice President of Academic Affair"
- Added "Registrar" to the make up of the subcommittee
- Changing "shall serve as an ex-officio member" (referring only to the Provost/Vice President of Academic Affairs) to "shall serve as ex-officio members" (to include the Registrar in the definition of roles)
- Adding "Prior to any vote being taken by the subcommittee, the subcommittee shall meet face-to-face to discuss proposals before the committee."

This amendment was discussed by the Constitution Committee during December 2021 and January 2022, with a first reading of the amendment occurring at the January 24th Faculty Senate meeting, changes were proposed by the Faculty Senate and the second reading with the proposed changes and subsequent vote on the amendment at the February 28th meeting. The amendment was approved by the Faculty Senate.

By-Law IV.A #5 was amended to clarify the make up of the Online and Distance Learning Subcommittee, specifically:

- Changing "Axe Library" to "Library Services"
- Removing "Dean of Graduate and Continuing Studies" and adding "Additionally, a College Dean shall serve as an ex-officio member with this position rotating between deans every 2 years."

This amendment was discussed by the Constitution Committee during January 2022, with a first reading of the amendment occurring at the January 24th Faculty Senate meeting, changes were proposed by the Faculty Senate and the second reading with the proposed changes and subsequent vote on the amendment at the February 28th meeting. The amendment was approved by the Faculty Senate.

A revised version of the Constitution and By-Laws of the Faculty Senate of Pittsburg State University (as of February 28, 2022) was submitted to the Faculty Senate President and Registrar on March 2nd, 2022. This version implemented all approved changes to the Constitution and By-Laws as of February 28th, 2022.

The Constitution Committee issued statements of "No Report" for the follow meetings of the Faculty Senate in the 2021-2022 academic year.

- September 27th, 2021 (only assignment of chair and recorder roles were submitted)
- October 25th, 2021
- November 29th, 2021
- December 6th, 2021
- March 28th, 2022
- April 25th, 2022

The end of year report was submitted on April 28th, 2022.

Pitt State Pathway - Chair: Bob Kehle

The Pittsburg State University Pitt State Pathway Committee was active for the 2021-2022 academic year. The initial meeting was to establish a chair and recorder.

- 1. Has been reviewing courses for inclusion in the Pathway program. This resulted in returning 8 proposals for a Pathway course to the departments to include pathway information
- 2. Working on assessment procedures including developing workshops how to implement assessment within our CANVAS courses.
- 3. Developing specific guidelines for all Pathway courses to include in their syllabus
- 4. Working on an enhanced one stop web site concerning the Pathway submission of courses.

The faculty members on the committee for 2020-2021 included:

Alex Binder, Recorder Bob Kehle, Chair Rion Huffman Tracy Rampy Shipra Paul Jonathan Dresner Student Senate Appointees Sydney Walkup Nakoa Warren

Robert Kehle Professor of Music

Budget Committee – Chair: Chris Childers

The Faculty Senate budget committee met twice during this past academic year--once in the fall and again in the spring. Chris Childers served as chair and Marcus Daczewitz served as recorder. The meeting minutes provide details on what was discussed.

In both committee meetings, the members met with Doug Ball, chief financial officer, to review the budget situation for the university and to ask questions. We specifically tried to address issues that we heard about from faculty. Again, the meeting minutes from both meetings detail these questions and answers.

Thank you, Chris Childers

Academic Honesty – Chair: Karen Johnson

April 26th, 2022

Dr. Hendershot,

The Pittsburg State University Academic Honesty Committee was active for the 2021-2022 academic year. Faculty members used the Maxient system effectively to report cases of academic misconduct and to request hearings for possible sanctions.

For this academic year, there were 11 reports of academic misconduct submitted. On 10 of the 11 reports, the reporting faculty members did not want further investigation into the matter; the reports were for tracking purposes only.

On the other reported case, the faculty member requested the committee to consider more severe sanctions to be imposed on the students in question. Dr. Jason Kegler met with the alleged students and both students waived their right to a hearing. The committee met and recommended to the Provost the following sanction for each student: Designation of XF in the course in question. The Provost supported the recommendation.

The faculty members on the committee for the 2021-2022 included: Dr. Gary Wilson, Dr. Chris Fogliasso, Dr. Daniel Zurek, Mr. Norman Phillip, Dr. Rick Hardy, and Dr. Karen Johnson (Chair). Students on this committee included: Bella L'Heureux and Kaedra Brenner.

Throughout the year, this committee relied on the services of Dr. Jason Kegler, Associate Vice President of Student Life. Dr. Kegler's guidance and support helped this committee and his assistance was and continues to be invaluable.

Sincerely, Dr. Karen Johnson Academic Honesty Chair