



# **Pittsburg State University Faculty Senate Meeting**

**Date:** Monday, February 25, 2019  
**Time:** 3:00 p.m.  
**Location:** Sunflower Room, Overman Student Center

## **AGENDA**

- I. Call to order**
- II. Approval of January 28, 2019 minutes**
- III. Announcements**
  - A. Provost and Vice President of Academic Affairs- Dr. Lynette Olson**
  - B. PSU/KNEA Remarks- Grant Moss**
  - C. Student Senate Remarks- Seth George**
  - D. Unclassified Professional Senate Remarks- Lindell Haverstic**
  - E. University Support Staff Remarks- Michael Woodrum**
  - F. Update on Gorilla Gateway course- Catherine Hooey and Heather Eckstein**
  - G. Faculty Senate Report- Clifford Morris**
- IV. Committee Reports**

(Reports from committees will begin with Undergraduate Curriculum committee followed by Academic Affairs)

  - A. Academic Affairs Committee—Chair: Brian Moots**
    - **Undergraduate Curriculum Subcommittee—Chair: Nico Prelogar (Kevin Bracker giving report)**

- Library Services/Learning Resources Subcommittee—**Chair: Chris Childers**
- Online and Distance Learning Committee—**Chair: Liz Mascher (Gail Yarick giving report)**
- Academic Honors Subcommittee—**Chair: Rion Huffman**
- Honors College Subcommittee—**Chair: Rebeca Book**
- Writing Across the Curriculum Subcommittee—**Chair: Alex Binder**
- Diversity and Multicultural Affairs Subcommittee—**Chair: Marc Daczewitz**

**B. Student Faculty Committee—Chair: Barbara McClaskey**

**C. All University Committee—Chair: Trina Larery (Mark Johnson giving report)**

**D. Faculty Affairs Committee—Chair: Tatiana Goris (Andrea Kent-McConnaughey giving report)**

**E. Constitution Committee—Chair: Norman Philipp**

**F. General Education Committee—Chair: Mark Johnson**

**G. Budget Committee—Chair: Cole Shewmake**

**All University Committees or Other Appointments**

- **Academic Honesty Committee—Chair: Kevin Bracker**

**V. Unfinished Business:**

**VI. New Business:**

**VII. Open Forum:**

**VIII. Adjournment**

**Next Faculty Senate Meeting: March 25, 2019 -- 3:00 pm**

**Faculty Senate - Committee Reports**  
**February 2019**

**Academic Affairs Committee – Brian Moots, Chair**

- No report

**Undergraduate Curriculum Committee – Nico Prelogar, Chair**

- Courses reviewed by this committee are posted to the Faculty Senate webpage for 10-day viewing. The UGCC reviewed and approved:
  - Diesel Certificate in the Department of Automotive Technology
  - Course description change in the Honors College

**Library Service Committee – Chris Childers, Chair**

- The Library Services committee met on Tuesday, February 12, at Axe Library. Library Dean Randy Roberts updated the committee on the plans for Phase 4 of the building renovation. Phase 4 will involve a remodel of a substantial portion of the first floor public spaces, including the circulation desk, reference area, computer space, study space, and coffee shop. The renovation may also include, pending funding, the addition of a second entrance on the south side of the facility.

Renovations will begin in May following the end of the spring semester and are scheduled to be completed by August 15. Access to the library will be limited during the summer months. The Writing Center and other offices on the main floor will have limited access. Library staff are working on alternate access plans for these offices. Faculty, staff, and students should prepare, however, for limited access during the summer months.

**Online and Distance Learning Committee – Liz Mascher, Chair**

- Minutes from last meeting listed below

**Academic Honors Committee - Rion Huffman, Chair**

- We will be changing some wording on the Registrars webpage in response to some questions that have come up regarding courses in students minors, as well as special topics courses.
- A document titled “Academic Honors CHANGES FAQ from Registrar’s Site” has also been uploaded to the Faculty Senate website.

**Honors College Committee – Rebeca Book, Chair**

- Honors College Committee met on Feb. 10th for the purpose of interviewing candidates for the Honors College. Forty-four students were invited to campus for interviews on Sunday. Dr. Fuchs ran the results for the interviews in conjunction with the previous scores from the committee members.

Twelve top students will receive the presidential, next twelve students will receive the university and six students will receive the crimson and gold awards with a total of thirty students. Invitations to these thirty students have been sent.

Committee has completed their work for this year's Honors College. Committee members were Alex Binder, Rebeca Book, Susan Carlson, Michelle Hudiburg, Janis Schiefelbein, and two students.

**Writing Across the Curriculum Committee – Alex Binder, Chair**

- WAC committee report: 38 faculty submitted documentation for the WL best practices grant. They will be reviewed by the deadline of March 8 and then submitted to the Provost for review and approval.

**Diversity & Multicultural Committee – Marc Daczewitz, Chair**

- Committee will be meeting on February 19<sup>th</sup>.

**Student-Faculty Committee – Barbara McClaskey, Chair**

- No report

**All-University Committee – Trina Larery, Chair**

- No report

**Faculty Affairs Committee – Tatiana Goris, Chair**

- There is still around \$38 000 (out of \$100 000) available to sponsor Faculty travels. That money should be spent by July 1st, thus we encourage to apply by the middle of June. There are \$1000/person for local travels, and \$1200/person for international. Faculty can apply multiple times for "short trip" travels, but not exceeding \$1000 or \$1200 per academic year.

**Constitution Committee – Norman Philipp, Chair**

- Did not receive report

**General Education – Mark Johnson, Chair**

- An update will be given on Pitt Pathway.

**Budget Committee – Cole Shewmake, Chair**

- No report

**Academic Honesty – Kevin Bracker, Chair**

- No report

## **Online and Distance Learning Committee**

### ***Pittsburg State University – Online and Distance Learning Meeting Minutes***

Wednesday, January 30, 2019

#### **Call to order**

Dr. Liz Mascher, Chair of the Online and Distance Learning Committee called to order the regular meeting of the Online and Distance Learning Committee at 9:00 am on Wednesday January 30, 2019, in Balkans room, Overman Student Center.

#### **Attendees**

The following people were present: Dr. Liz Mascher, Barbara Pope, Gail Yarick, Dr. Pawan Kahol, Dr. Shawnee Hendershot, Student Representative Jillian Idowu, and Dr. Eli Aba.

#### **Discussion**

Our discussion focused on best online teaching practices and how to “help recruit faculty and other appropriate resource persons to participate in online and distance learning activities.”

Below are some of the main points raised by the Committee:

- Dr. Mascher shared a mentor program being developed for adjuncts. Adjuncts will be required to have a mentor, will successfully complete two Canvas modules including one on course design and delivery, meet twice with an instructional design specialist, and twice with a mentor who has completed the eLearning Academy. They will be issued an online teaching certificate after completion of all requirements. The program is currently in a beta test phase with five participants and will begin in full with the Fall 2019 semester.
- A committee comprised of representatives from all colleges and the CTLT developed a set of “Best Practices for Online Teaching.” Those committee members are serving as the original mentors during the beta testing phase.
- Dr. Mascher mentioned that a “pre-set” orientation module that will be incorporated in all online courses developed through the mentoring program addresses some Quality Matter standards.
- Jillian shared her experience with online courses as a student, and the desire to have some consistency in the look of courses in Canvas.
- Dr. Kahol pointed out that according to HLC, an online course should have some live/synchronous lectures. Otherwise, it is a correspondence course.
- Dr. Mascher and Dr. Aba shared how they have employed some synchronous lectures in their online courses.
- The Committee discussed how to work on the “b” charge of “Help recruit faculty and other appropriate resource persons to participate in online and distance learning activities.”

### **Action Items**

- A representative from a focus group from the College of Education will share their discussion at our next meeting.
- Each Committee member will bring at least one idea about how to execute charge “b” to the next meeting.
- Dr. Kahol will talk about our online Professional MBA.

The meeting adjourned at 10:00 a.m.

Next meeting: March 29<sup>th</sup>, 2019, at 10:00 a.m.

Academic Honors CHANGES FAQ from Registrar’s Site

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**Re: Faculty Senate Minutes**

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**From :** Mark <mjohnson@pittstate.edu>

Tue, Feb 19, 2019 12:08 PM

**Subject :** Re: Faculty Senate Minutes 2 attachments**To :** Jeanine Van Becelaere <jvanbecelaere@pittstate.edu>**Cc :** Nora Hatton <nhatton@pittstate.edu>, Mark Peterson <mjpgerson@pittstate.edu>, Bob Kehle <rkehle@pittstate.edu>, John Franklin <jfranklin@pittstate.edu>, Michelle Hudiburg <mhudiburg@pittstate.edu>, June Freund <jfreund@pittstate.edu>, Philip Mcnew <pmcnew@pittstate.edu>, Mike Carper <mcarper@pittstate.edu>, Stephen Horner <shorner@pittstate.edu>

So here is the latest report from the General Education Committee. I will try to keep it brief and much less confusing than my last report.

Since the Pitt Pathways submission process started in December, the Faculty Senate General Education Committee has review a total of 103 Courses.

Of those, 85 current Gen Ed Courses were submitted. During Round 2, a total of 18 courses were also submitted, including courses that are not currently Gen Ed but wishing to be part of the new Pitt Pathways curriculum. The courses submitted for round 2 include:

BIOL 211  
BIOL 617  
CHEM 215  
MATH 126  
MUS 321  
MUS 322  
PHYS 100  
PHYS 104  
PHYS 130  
ECON 200  
DANCE 200  
EXSCI 200  
EDUC 261  
ETECH 247  
ETECH 502  
MECET 121  
MFGET 268  
MFGET 405

Over the course of several meetings, the Gen Ed Committee met with Department Chairs and or reps about their specific courses and gave them specific recommendations of what needed to be done for the course to be approved. Our recommendations were based on 4 criteria: 1) Course identified as correct element which could or could not have an identified companion; 2) Syllabus should not include 'gen ed' language and should include PSP mission statement

and definition of the element; 3) Outcomes should agree with objectives and 4) Assessment should align with learning outcome level.

For those few courses that reps were not present for the review, specific language and examples were sent to each representative. All of the courses reviewed have been re-submitted or are in the process of submitting their final revisions.

It should also be noted that Math is no longer the only course that can be taken for Quantitative Analytics. The Pitt Pathways includes a much broader perspective and now allows courses from other programs that can demonstrate similar skills, such as PHIL, BIOL, CHEM, etc., as is the trend at other regent institutions, such as K-State and KU.

Respectfully submitted,  
Mark L. Johnson, General Education Committee Chair

**Dr. Mark L. Johnson**

University Professor, Technology and Workforce Learning

Pittsburg State University

Kansas Technology Center, S208

Pittsburg, KS 66762

620-235-4628



**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: Honors College: N/ASubmission Date: December 1, 2018Contact Person: Craig Fuchs Faculty member  Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This new course would be used only for Honors College students and would not have any impact on other units on campus.**Proposed Course:**Course Number: Honor ~~100~~ 102Title of Course: Honors Engagement Project:xxxxxxCredit Hours: 0Date first offered: fall 2019  
(Semester/Year) Fall  Spring  Summer  
(check all that apply)Prerequisite: none

Course Description (as it will appear in the next catalog): <sup>102</sup> Honor ~~100~~: Honors Engagement Project is an independent project, developed between the honors student and a faculty mentor, approved by the Director of the Honors College, where a student works with the professor to develop a project to enhance their learning in a course or experiential learning environment. The course may be repeated and is graded on a Credit or No Credit basis.

Purpose/Justification for Proposed Course: Due to the increasing number of honors college students who are bringing in dual credit or AP credit, we are finding less students need to take our honors gen eds that are offered each term. Therefore, in order to satisfy their honors college requirements, they are doing more honors contracts. These contracts are internal only and do not appear on the student's transcript. This is an effort to give transcript credit for the completion on the contract for the students

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

Upon completion of Honor <sup>102</sup> 100, the student will have a more in-depth knowledge of the content of the course, or will have increased knowledge and practical application through experiential learning.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]

The completion of the Honors Engagement Project will result in a final paper/project, or tangible submission of work completed, that will be reviewed and evaluated by both the faculty mentor and the Director of the Honors College for merit.

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

### Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
no

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:  
N/A

3. Is this course to be considered for General Education?  Yes  No

*If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:*  
N/A

*Please realize that it will need to gain approval of the General Education Committee.*

4. Will this course be required of any education majors?  Yes  No  
*If "yes," please realize that it will need to have the approval of the Council for Teacher Education.*

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?  
none

PITTSBURG STATE UNIVERSITY  
 LEGISLATIVE PROCESS  
 AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
 Date \_\_\_\_\_ Signature, Department Chairperson N/A
- Approved: College Curriculum Committee  
 Date \_\_\_\_\_ Signature, College Curriculum Committee Chair N/A
- Approved: ~~Dean of College~~ Associate Vice President of EMSO  
 Date 11/28/18 Signature, Dean Howard W. [Signature]  
 AUP
- Approved: General Education Committee (if applicable)  
 Date \_\_\_\_\_ Signature, General Education Committee Chair N/A
- Approved: Council for Teacher Education (if applicable)  
 Date \_\_\_\_\_ Signature, Council for Teacher Education Chair N/A
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
 Date 2-13-19 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
 Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.

## Request for New Minor/Emphasis/Certificate

Proposal for a New:  Minor  Emphasis  Certificate

Department: Automotive Technology College: Technology

Submission Date: 12-6-2018

Effective: Fall, 2019  
(Year)

Contact Person: Prof. Tim Dell  Faculty member  Chair

Title of Proposed Minor/Emphasis /Certificate: Diesel and Heavy Equipment Certificate

Purpose/Justification for Minor/Emphasis/Certificate: To provide an additional completion path for students. The Department of Automotive Technology has had some AAS students take all the Diesel and Heavy Equipment classes and there are many students that just want the technical classes to further their employability.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes  No

*Whether a "yes" or "no" response, please provide an explanation.*

This certificate is similar to the Diesel and Heavy Equipment minor except the general education requirements have been removed.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

Yes  No

*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*

All of the existing courses are presently being taught in the Diesel and Heavy Equipment emphasis area and minor.

Please complete the Kansas Board of Regent forms located at [http://www.kansasregents.org/academic affairs/new program approval](http://www.kansasregents.org/academic%20affairs/new%20program%20approval) and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

N/A

3. Will this minor/emphasis/certificate have specific General Education courses required?  
 Yes  No

*Please realize that it will need to gain approval of the General Education Committee.*

4. Will this minor/emphasis/certificate affect any education majors?  Yes  No  
*If "yes," please realize that it will need to have the approval of the Council for Teacher Education.*

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?  
None

**Additional Questions for certificate only:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours)  Yes  No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  Yes  No

*If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.*

PITTSBURG STATE UNIVERSITY  
 LEGISLATIVE PROCESS  
 AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
 Date 1-26-18 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
 Date 1.16.19 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College  
 Date 1.16.19 Signature, Dean [Signature]
- Approved: General Education Committee (if applicable)  
 Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
 Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
 Date 2-13-19 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
 Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
 Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Approval at Kansas Board of Regents level:  
 COCAO Date: \_\_\_\_\_

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an

additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

**CURRICULUM OUTLINE  
NEW CERTIFICATE PROPOSALS  
Kansas Board of Regents**

**I. Identify the new certificate:**

Certificate in Diesel and Heavy Equipment

**II. Provide courses required for each student in the certificate:**

	<b>Course Name &amp; Number</b>	<b>Credit Hours</b>
<b>Core Courses</b>	<u>AT-115 Mobile Electrical/Electronics</u>	<u>3</u>
	<u>AT-116 Mobile Electrical/Electronics Lab (or approved substitution)</u>	<u>3</u>
	<u>AT-340 Diesel Engine Fundamentals</u>	<u>3</u>
	<u>AT-416 Fluid Power</u>	<u>3</u>
	<u>AT-418 Failure Analysis</u>	<u>3</u>
	<u>AT-621 Advanced Diesel Electronics and Diesel Engine Lab</u>	<u>3</u>
	<u>AT-630 On Highway Systems</u>	<u>3</u>
	<u>AT-641 Construction Equipment Systems</u>	<u>3</u>
	<u>AT-642 Agricultural Equipment and Powertrains</u>	<u>3</u>
	<u>AT-654 Advanced Hydraulic Systems and Off Highway Systems Lab</u>	<u>3</u>
	<b>Total</b>	<b>30</b>