

FACULTY SENATE MINUTES

February 25, 2019

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, February 25, 2019 in the Sunflower Room of the Overman Student Center with Cliff Morris, President, presiding.

Past Minutes

Minutes from January 28, 2019 meeting were approved.

Announcements

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

Bryan Setser, Principal of rpkGroup was introduced by Dr. Olson to provide his update on the Strategic Visioning via Zoom. Topics of discussion included encouraging participation in the Idea SWARM found on Canvas. The rpkGroup continues to look at data in order to generate new opportunities to review together. He reminded those present of focus on creating more value, to identify and build on what PSU is good at, and develop new programs that support community and area needs. Dr. Setser gave examples of 'stop-outs' and the loss of credit hours and students for yet unidentified reasons. There will be an up-coming 'mid-point' visit and workshop in order to identify problems, suggest hypothesis for solutions, and gain input.

The question was asked if the focus of this project was to gain revenue and financial stability. Dr. Setser indicated it was 3-fold: 1) Revenue (to attract more revenue), 2) Social Impact (for later return) and 3) Outcome (2nd 90days – businesses start to contribute their needs and pipeline is identified). He stressed that he wanted faculty involved in every turn, individually and collectively.

Dr. Olson indicated it is possible to contribute suggestions to the SWARM anonymously by sending an email to Trish Peak or send through campus mail.

Dr. Olson continued with her update from the BOR February meeting. The proposal by KU Edwards's campus and Johnson County Community College to reduce the hours required from a 4-year institution for a baccalaureate to 45 hours has resurfaced now at the Regent level. It had been discussed at COCAO for 3 months, Faculty Senate presidents, and other small groups and the consensus was for KU-Edwards and JCCC to beta test the concept. The Regent feedback at this time is asking if good for the two schools, why not for everyone. Access and affordability combined are the primary drive for many discussions at the state level. Dr. Olson could not say what will be decided. More discussion could be recommended or it could be decided what is best for Kansas as a State for all to follow this model. Dr. Olson recommended we be thinking of our response on how we plot a course for the future, if this becomes policy

Michelle Hudiburg asked if it would prudent to be pro-active versus reactive. Dr. Olson responded that other colleges are doing so. Cliff Morris added that Faculty Senate Presidents have spoken to this and based on the feedback they received from faculty at the university level, this body is not supportive of this initiative for every institution.

It was stated that community colleges are 100% in favor of this. The current policy requires 60 hours at a 4-year institution for a bachelor's degree. Questions were raised on who would teach the 300 and 400 level courses at the community college level? This was a concern voiced by many of those present. Dr. Olson added that Missouri schools are already doing this so the Edwards campus feels like they are losing students that would normally transfer from JCCC as they are instead staying longer at JCCC and then transferring to one of the Missouri schools. Dr. Olson indicated there was no data formulated at this time, she noted that this could be happening in SEKS as well. MSSU's increase in enrollment could be from area community college transfer students taking advantage of this Missouri policy, but need solid data and evidence to base future decisions.

Student Senate – Seth George, Representative

SGA had their first STUCO event in mid-February. They had 200 high school students from the surrounding area attend. The Big Event is April 16th! SGA is continuing to work on TEDx with the help of Dr. Mark Johnson and Sydney. TEDx just completed the first round of auditions. Fee councils are starting to wrap up. On Wednesday they will pass their recommendations for President Scott. SGA elections will be the week of April 16th, if anyone has any students interested in running have them see James Cox in the SGA office. He reminded the group of Apple Day on March 4th and hoped to see everyone there.

PSU/KNEA –Grant Moss, President

Grant Moss spoke of a PSU/KNEA meeting with RPK Group on February 12th. They talked about the fact that the contract that RPK has with Pitt State is for Academic Affairs, not the whole university. That same day the group also had an update from the Safety and Security Task Force; Shawn Naccarato spoke. PSU/KNEA will be organizing elections for next year soon.

Unclassified Professional Senate – Lindell Haverstic, President

President Morris read notes prepared by Lindell Haverstic.

- I. UPS meeting 2/6/19
 - a. UPS officers for next year are President-elect Jason Kegler, Secretary Stephanie Swezey, and Treasurer Tim Padgett.
 - b. Preparation is underway for April's election of senators
 - c. UPS Executive Council hosted a casual gathering for new unclassified professional staff immediately after the Spring Convocation. We may try the same in the Fall.
- II. UPS Council had teleconference 2/8/19
 - a. Emporia's UPS President-Elect is starting to participate given that he will be chairing the Council next year. Parking fees were a big topic.
 - b. Council is now using Sharepoint to create a depository of Council documents to ease the yearly leadership transition.

University Support Staff – Michael Woodrum, President

Mr. Woodrum advised that winners for the VOYA staff awards have been selected and will be recognized at Apple Day. The Docking Institute survey has been in process for a while now has a timeline. The survey will be presented on March 18 for data collection through mid-April. A final report will be compiled by May 8 from Docking Institute

Update on Gorilla Gateway course – Catherine Hooey and Heather Eckstein

Dr. Hooey reminded the group that this course is a required component of the Pitt State Pathway and in fact contains 9 elements identified as critical to a well-rounded general education package for student success and job-readiness. There were faculty curriculum experts identified and teams created to identify key resources and fulfilling each of the 9 elements. Focus group included Randy Roberts and Janet Zepernick concentrating on the Information and Digital Literacy component, Kevin Bracker and Goldie Prelogar are the experts identified for the 6 class periods that would be Financial Literacy. Brenda Roberts, Lynn Murray and Joe Levens have focused on Professional Development, Leadership and Self-Management. Standardized and professional class materials will be created for each instructor.

The course will be UGS 150 and as of February 6 the course obtained approval by the Council of Teacher Education. The course is currently going through the General Education committee with plans to be voted upon by March 8th. The plan is to bring the course through FS Curriculum committee for a vote on April 22nd.

Heather advised that there are plans for 34 sections and there has been 34 classrooms reserved using the old UGS 100 course ID while the new UGS 150 awaits approval. Dr. Book asked if there would be training for Gateway courses. Heather indicated there would be once approved in either late-April or early-May. Part of the training will be included in Canvas. See attached Agenda for March 1 Gorilla Gateway Group for assignment of tasks, teams, and timeline. (See attached)

Faculty Senate President – Cliff Morris, President

Mr. Morris noted there was discussion on the paid parental leave at last week's meeting in Topeka. Doug Ball provided information and it passed through Council of Presidents. It will be up for a vote sometime this spring. Main topic continues to be Open Educational Resources, a proposal is being developed, and it will be shared with all senators to pass along to all faculty. Will need feedback by the April Topeka meeting. Faculty Senate representatives will need to be selected and elections held in next month.

Committee Reports

Academic Affairs – Brian Moots, Chair

A revision of the Academic Affairs committee description has been sent to the Constitution Committee in order to change the wording from "general education" to "Pitt State Pathway".

Undergraduate Curriculum – Nico Prelogar, Chair

Dr. Kevin Bracker referred to the curriculum items provided in the agenda and made a motion to approve. There was no discussion and motion passed unanimously.

Library Service – Chris Childers, Chair

Chris Childers read a summary of action by this committee as found in the FS agenda.

Online and Distance Learning Committee – Liz Mascher, Chair

Gail Yarick summarized the committee's minutes of January 30th found in the FS agenda.

Academic Honors – Rion Huffman, Chair

Rion Huffman presented on the screen revisions to the Q&A Academic Honors webpage. There was some discussion on projects within a minor and special topic courses. It was decided that a minor was meant to enrich the student's experience and should be allowed as an option for honors courses. For independent study courses, it was decided the best action may be to make it at the discretion of the department who is approving the course. More changes were made to the document based on discussion and that revised document is attached. (See attached) There was a motion made to accept the document as amended and it passed unanimously. Because the written proposal was not part of the February agenda attachment it was later decided that this should be tabled and discussed at the March 25th meeting and a vote be taken at that time.

Honors College - Rebeca Book, Chair

Rebeca Book noted that the committee's report was part of the agenda. The 44 applicants were narrowed down to 30.

Diversity and Multicultural Affairs – Marc Daczewitz, Chair

Dr. Daczewitz, spoke of the committee meeting on January 22 where the overall purpose of the committee was reviewed and Nora Hatton discussed NSSE. A brief summary of the discussion was provided for inclusion into the minutes (see attached).

Writing Across the Curriculum – Alex Binder, Chair

Alex Binder advised that in addition to what was shared in the agenda pertaining to 38 faculty submitting documentation for the WL best practices grant, the committee had also made revisions to the committee's constitution and sent to the Constitution Committee.

Diversity & Multicultural – Marc Daczewitz, Chair

Marc Daczewitz summarized that the committee had met on February 19th and have begun discussion on survey of faculty practices and needs in the area of curriculum to address diversity and multicultural issues in our courses. The survey would most likely be administered early in the fall semester. Also, there will be a vote in March on whether to develop protocols to conduct focus groups with students to add context to the NSEE survey data already collected annually. Discussion was also held on future focus groups with students next year. A list of discussion topics at this meeting are attached. (See attached)

All University Committee – Trina Larery, Chair

Dr. Mark Johnson indicated that members of the committee had been emailed a copy of the constitution for possible revisions to be suggested. At this time no revision proposals have been submitted.

Faculty Affairs – Tatiana Goris, Chair

Andrea Kent-McConaughy referred to the summarized report in the agenda. There is now \$36,000 remaining in the account which needs to be spent by July 1st and thus must apply by mid-June. She stressed that it is a per-person cap. If anyone had received less than the \$1,000 for local or \$1,200 for international funds, it is still possible to apply for the difference between what was previously approved and the per-person cap.

General Education Committee – Mark Johnson, Chair

Dr. Johnson spoke of the 103 courses submitted, that all necessary revisions have been made, and the committee has approved each course. He provided a recap of the number of courses per Essential Studies. He moved to accept the 18 new courses and all other revised courses. There was no discussion. The motion was unanimously approved.

Academic Honesty – Kevin Bracker, Chair

Dr. Bracker advised that a complaint had been submitted for review.

Unfinished Business

None

New Business

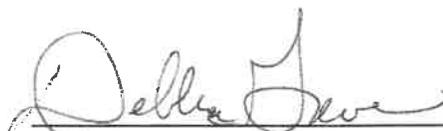
None

Open Forum

Shawnee Hendershot announced that Phi Upsilon Omicron is conducting a Feminine Hygiene Drive March 25th - 29th with donations to be given to Wesley House. Questions should be directed to mlundburg@gus.pittstate.edu or shendershot@pittstate.edu. She indicated that there would be purple boxes around campus to accept products, but if you would prefer to give money, to contact her.

President Morris reminded the group of Apple Day and that Outstanding Faculty would be announced at the event.

Meeting Adjourned Motion to adjourn was approved at 4:09 p.m.


Debbie Greve, Recording Secretary

**FACULTY SENATE MEMBERSHIP
(2018-2019)**

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Bailey, (At-Large)	X	X	X		X	X			
Book, (At-Large)		X	X		X	X			
Bracker, (Economics, Finance, & Banking)	X	X	X	X	X	X			
Carlson, (English and Modern Languages)		X	X	X	X				
Childers, (History, Philosophy & Social Sci)	X	X	X	X	X	X			
Cooper, (At-Large)	X	X		X	X	X			
Covert-Miller, (At-Large)	X	X	X		X				
Dainty, (At-Large)	X	X			X	X			
Daley, (History, Philosophy & Social Sciences)	X	X	X	X	X	X			
Fincher, (Teaching and Leadership)	X	X	X	X	X	X			
Fogliasso, (Management and Marketing)	X	X	X	X	X	X			
Frisbee, (Nursing)	X	X	X	X	X	X			
Gupta, (Chemistry)	X*		X		X	X			
Hendershot, (Family & Consumer Sciences)	X	X	X*		X	X			
Hite, (Past-President)	X	X	X	X					
Hudiburg, (At-Large)	X	X	X	X	X	X			
Huffman, (At-Large)	X	X	X		X	X			
Jayawardhana, (At-Large)	X		X	X	X	X			
Johnson, Mark, (At-Large)	X	X	X	X	X	X			
Jones, Jon, (Technology & Workforce Learning)	X	X		X	X	X			
Leon, (Library Services)	X	X	X	X	X	X			
Livingston, (Communication)	X	X	X	X	X	X			
Maxwell, (Engineering Technology)	X	X	X	X	X	X			
McClaskey, (At-Large)	X	X	X	X	X	X			
McConnaughey, (Graphics & Imaging Tech)	X	X	X	X	X	X			
Moots, (English & Modern Languages)	X	X	X*	X	X	X			
Morris, (President)	X	X	X	X	X	X			
Moss, (At-Large)	X	X	X	X	X	X			
Munguia, (Music)	X	X	X	X	X	X			
Norman, (Automotive Technology)	X	X	X	X	X	X			
Philipp, (School of Construction)	X	X	X	X	X	X			
Shay, (Military Science)	X	X			X				
Shewmake, (Health, Human Perform & Rec)	X	X	X	X	X	X			
Spera, (Psychology and Counseling)	X	X	X	X	X	X			
Tayo, (Physics)	X	X	X		X	X			
Thompson, Kyle, (Women's Studies)	X	X	X		X	X			
Thuong, (Mathematics)	X	X	X	X	X	X			
Tseng, (Art)	X	X	X	X	X	X			
Whitney, (Biology)	X	X	X	X	X	X			
Yarick, (Accounting & Computer Inf Systems)	X	X	X		X	X			
Zepernick, (At-Large)	X	X	X	X	X	X			
University Support Staff Senate Representative	X	X	X	X	X	X			
Unclassified Professional Senate Representative	X	X		X	X				
Student Government Representative	X	X		X	X	X			

*Khamis Siam substituted for Ram Krishna Gupta at the September meeting. Amber Tankersley substituted for Shawnee Hendershot and Grant Moss substituted for Brian Moots at the November meeting.



Pittsburg State University

STUDENT SUCCESS PROGRAMS

Gorilla Gateway Group March 1, 2019

Agenda

- I. Progress on Syllabus and Class Sessions
- II. Element Team (ET) Proposed Assessments (Pre-and Post if applicable) and Targets (what is proficiency or how do we know when a student is at benchmark?)
 - a. Information and Digital Literacy - IDL
 - b. Financial Literacy - FL
 - c. Self-Management, Professional Development, and Leadership Initiative - SPL
- III. Timeline for ET Content Submission
 - a. January 18 – Request for New Course Submitted to Briefcase & Council for Teacher Ed ✓
 - b. February 8 – Preliminary Proposed Content Items including Instructional Days, Powerpoints, Handouts, Assignments, etc ✓
 - c. March 1 - Assessments (Pre-and Post if applicable) and Targets
 - d. Finalize Syllabus
 - e. March – Faculty Senate PSP Course Process
- IV. Next Meeting of the G3?

2018-19 Members:

Dr. Kevin Bracker - FL
Undergraduate School of Business

Dr. Catherine Hooey (Co-Chair)
History, Philosophy, & Social Sciences

Dr. Brenda Roberts - SPL
Teaching & Leadership

Mindy Cloninger - SPL
Career Services

Joe Levens – SPL
School of Construction

Randy Roberts - IDL
Library Services

Susan Dellasega (Canvas Specialist)
Teaching, Learning & Technology

Dr. Lynn Murray - SPL
Undergraduate School of Business

Dr. Janet Zepernick - IDL
English & Modern Languages

Heather Eckstein (Co-Chair)
Student Success Programs

Goldie Prelogar - FL
Family & Consumer Sciences

Academic Honors CHANGES FAQ from Registrar's Site

What kinds of projects can be involved?

Standards and Guidelines for Honors Projects

Each academic department should develop baseline standards and guidelines for honors projects within their discipline. These standards and guidelines should be forwarded to the Registrar's office where they will be posted on this website (see above link). It then becomes the responsibility of the faculty and chairs of each department, as well as the College Academic Honors Committee to uphold the integrity of the standards and guidelines as they process the forms each semester.

Departments should be encouraged to approve projects that explore critical and creative thinking skills that truly push the students beyond the norm. This should not just be an exercise, but rather a project that will truly enhance student learning in the course.

The academic honors contract is designed to foster creativity in projects which are acceptable both to the honors student and the professor. The examples given here are just that—examples. While the scope and length of the project is up to the respective department/college to establish, the following list is presented to provide some historical perspective on past projects accepted by the Faculty Senate Academic Honors Committee. The list is not in any way intended to limit the scope or nature of projects.

- Class/Public presentation of research undertaken for the honors contract project. Typically in the range of 20-30 minutes, accompanied by a power point presentation or some other sort of visual aid
- Original computer program or project
- Original musical composition, sculpture, theatrical script, or other work of art, or recital of musical work (s) that is beyond the normal scope of the degree requirements for the major
- Additional laboratory experiments or mathematical problems, followed by written report, typically at least 5-8 pages in length
- Research paper or written report (usually 8-12 pages) based on interviews, library resources on a topic related to the course, a biography of a famous person in the academic field, or a review of additional readings (books, articles) related to the course

In the case of all written documents and presentations, an appropriate bibliography is required.

Students who participate in the Academic Honors Program are encouraged to enter the annual Research Colloquium sponsored each spring term by the Office of Graduate and Continuing Studies.

How many contracts are possible in a semester?

Students are limited to one Academic Honors project per semester or summer session. Exceptions are permitted only with special permission through the College Academic Honors Committee.

What are the procedures and deadlines?

Students must formally elect to take a course for honors by completing the Enrollment For Academic Honors form and have applications returned to the Registrar's office,

Room 103 Russ Hall, by the Monday of the 3rd full week of classes. Please utilize the above linked form. **The Academic Honors Committee requires that the application be typed.** (You may type on the above linked form prior to printing). **Handwritten forms will not be accepted.** The following link provides an example of an approved honors project Sample Honors Application. Note the completeness of the answers.

What is an academic honors contract?

An academic honors contract is a mechanism for adding an “honors dimension” to a course within the student's degree path. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. Any 300-799 undergraduate level course may be taken for honors with approval of the instructor and chair or director. A student must be enrolled in the course he/she wishes to take for honors during the current semester. The course must be in the student's degree path. ~~Independent Studies and/or Readings courses are not allowed to be taken for academic honors.~~ *Independent Studies, Investigations, Special Topics, and or Readings courses may be taken for Academic Honors at the discretion of the department, but must meet all criteria.*

Minor Courses

Students wishing to complete Academic Honors projects within their Minor may do so, with the permission of the Minor Department Chairperson as well as their Major Department Chairperson. Projects submitted must not have been previously completed.

How are honors contracts related to grades?

The honors contract does not affect the student's grade in the course. No project/paper and/or course shall be accepted with a grade less than B. To receive honors credit for the course, however, the student must earn a grade of “A” or “B” in the course in addition to completing the contract in a satisfactory manner. All incompletes must be finished no later than four weeks after the completion of the semester they are given. In extreme circumstances, the professor involved with the project can request an extension of the committee, and this request must be in writing and provide a significant reason why the project needs to be carried longer than the four week window. In any case, no project will be carried any longer than one semester. Students are not allowed to submit an application for another academic honors project until any previous incomplete has been finished.

How much work should an honors contract involve?

The honors contract project should be one that encompasses ~~around 20 to 25 hours~~ at least 20 hours of work. In the case of courses which carry a credit hour other than three credits, the scope of the project should be adjusted accordingly so that the depth and length of the project is congruent with the number of credit hours being taken. For instance, a seven credit hour course in Nursing should have a project at least twice the scope of a three credit hour course project. Conversely, a two credit hour course project would then have a bit less scope than a three credit hour course project.

Reporting Honors Contract Results

Contract results are reported to the Registrar's Office when the professor enters the student's grade for the course.

Any exceptions to the above guidelines must be approved by the Academic Honors Committee of the Pittsburg State University Faculty Senate.
If you have questions concerning the Academic Honors Program, please contact your instructor, advisor, or Jeanette Davied in the Registrar's Office, 235-4201 or email jeanette.davied@pittstate.edu.

Academic Honors FORM Changes:

Major/Minor Checkbox:

Please add this checkbox after the line that asks for the Student's Phone #, before the Student's Department.

This work will be completed for my ___ Major ___ Minor
(Note If submitting a Minor course for consideration, the student must get signatures from both the Major and Minor Department Chairpersons).*

Minor Listing:

Please add this directly after the Student's Major.

(If applicable) Student's Minor _____

Double Dipping:

Please add this directly after the line that asks "If yes, in what way?" at the end of the document before the signatures.

(check box) By checking this box and signing below, the student verifies that they have not previously completed this project in another area (major or minor).

Signatures:

*Please add a signature line for the (Minor) Department Chairperson at the bottom.
Maybe you can push the date up to the first line with the Instructor and Student in order to make room on the bottom line?*

(Minor) Department Chairperson
(required if submitting a course in the student's minor)

Procedure for enrollment for Academic Honors:

Please make the following changes at the very bottom of the page.

1. Type this application and obtain signatures of instructor and ~~department~~ appropriate department chairpersons. **Handwritten forms will not be accepted.**
2. Return this application to Registrar's Office, 103 Russ Hall.
3. Upon acceptance of the honors project, the Registrar will distribute copies of this enrollment form to the following: Student - Instructor - Major/Minor Department Chairperson - Honors Committee - Permanent Record

Over and above normal requirements

Please make the following changes at the very bottom of the page.

1. Remove "Is honors work over and above requirements for regular course work? Yes ___ No ___" and "If yes, in what way? _____"

Replace with "Please describe how the proposed project will go above and beyond the normal class requirements"

Senate Diversity & Multiculturalism Committee Meeting

Tuesday, February 19th, 2019

- 1- Meeting starts at 4:11 in Kansas 3 (OSC)
- 2- The conversation starts with whether if we are going to include more information from students and/or go with focus groups. Also decide if we are going to include faculty.
- 3- We decided that on the next meeting scheduled for 4/16 where we will come up with questions for the faculty survey. Also we will need a working projector for the meeting.
- 4- Also we discussed that for next year organize focus groups with students and decide how we would gather information and also that it would be good to get students' perspectives.
- 5- As part of the conversation some topics were how focus groups would work such as the number of students, type of questions, student led or not, who would do it or take charge of it, for example. We decided to table it until next meeting with more committee present at the meeting.
- 6- We discussed ideas how the university is doing to help to be aware about diversity.
- 7- Also we discussed if we would want to have speakers or branch out like team building.
- 8- Other ideas that came up were deciding if to include all students groups and have like a town hall gathering and how diversity is doing among the several groups that exist at PSU.
- 9- Discussion about bringing the ideas to the next Tilford meeting.
- 10- Meeting adjourned at 5:05.



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 19th.

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 29th, 2019, at 10:00 a.m.

Academic Honors CHANGES FAQ from Registrar’s Site

Re: Faculty Senate Minutes

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): ¹⁰² 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 ¹⁰² 100, 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]
 IAVP
- 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:

	Course Name & Number	Credit Hours
Core Courses	<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>
		<u>Total</u>