

FACULTY SENATE MINUTES  
November 27, 2023

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, November 27, 2023, with Rebeca Book, President, presiding.

**Past Minutes**

Minutes from the October 23, 2023 meeting were approved.

**Guests**

Stu Hite shared information regarding Rave, the emergency management system. Communication from Rave primarily focuses on information that is required to be shared by law. Currently, all students are automatically registered to the system. Faculty and staff must choose to opt-in. In the future, it would be preferred that faculty and staff are automatically registered with the option to opt-out. Angela Neria and Amanda Williams from ITS also discussed a revised password policy that clarifies policy around sharing passwords. See revised policy attached to minutes.

Rachel Schenker shared an update from Human Resource Services. The office wrapped up open enrollment the end of October. In addition, it was announced that W2s will be mailed after the 1<sup>st</sup> of the year. Employees can also opt in to receiving it electronically. In other news, Diane Letner will retire in December; three new hires will soon join the HR team; the employee initiative project has been moved to HR; Employee Recognition event has been planned for February 29<sup>th</sup>, another food truck Friday is being planned for the spring; and addition training opportunities are being explored. Lastly, it was mentioned that there have been some issues with direct deposit scams and that if an employee requests a change to direct deposit, HR will contact the employee directly to confirm.

**Announcements**

*Provost and Vice President of Academic Affairs – Dr. Howard Smith*

Provost Smith shared the metrics that were identified by KBOR for this year's Program Review process and the metrics identified for PSU's full Program Review in AY 2027. Please see attachment to minutes for details. Provost Smith also stressed that these metrics aren't the only data points that KBOR will be tracking. Additional data points will be utilized to follow progress on KBOR's strategic plan and the NISS initiatives. Included will be centralized advising metrics, DFW rates, early alert improvements and others. In other news, Juneteenth will be an observed KS holiday. Faculty who teach summer school should be aware that PSU will not be in session on June 19<sup>th</sup>, 2024. PSU is using a new software to track strategic plan initiatives. The system is called, "Gorilla Plan". Lastly, a new Hispanic Advisory Board is being developed.

*PSU/KNEA – Amy Hite, President*

President Hite reported that KNEA will have a social on December 6<sup>th</sup> at Brick and Mortar. RSVP forms will be sent later this week. It was also reported the Khamis Siam will serve as the KNEA representative for the Gorilla Mentoring committee. Provost Smith was also thanked for his recent training sessions on the KNEA contract.

*Student Senate – Jaben Parnell, Representative*

President Parnell reported that all Student Senate seats have been filled. Recent discussions have included transportation issues, specifically limited access to Safe Ride during the weekends, and safety/security issues on campus. In addition, Student Senate has added graduate student representation. Upcoming events include a seminar on holidays around the world on December 6<sup>th</sup> at 6pm and a late-night study break also on December 6<sup>th</sup> from 8-10pm.

*Unclassified Professional Senate – Greg Belcher, President*

The UPS met on November 1<sup>st</sup> and heard about several initiatives from the Sustainability committee, including solar powered benches and a native-plants preserve. It was also reported that the employee initiative project has been moved to Human Resources.

*University Support Staff – Cindy VanBecelaere, President*

No report.

*Faculty Senate President – Rebeca Book, President*

President Book provided a KBOR update along with several campus updates. See attachment to minutes for details.

### **Committee Reports**

*Academic Affairs – Norm Philipp, Chair*

No report.

*Undergraduate Curriculum – Mary Jo Goedeke, Chair*

All submissions up for review were passed and recommended for approval by Faculty Senate. See agenda for details.

All curriculum items recommended by the Undergraduate Curriculum Committee were approved.

*Library Services/Learning Resources – Chris Labuda, Chair*

No report.

*Online and Distance Learning – Kelly Woestman, Chair*

No report.

*Academic Honors – Jamie Wood, Chair*

No report.

*Honors College – Michelle Hudiburg, Chair*

The Honors College committee met on October 25, 2023, to discuss the selection process and proposal from last year's committee. See agenda for details.

*Writing Across the Curriculum – Lydia Bechtel, Chair*

No report.

*Diversity and Multicultural Affairs – Laura Washburn, Chair*

No report.

*Student-Faculty – David Weaver, Chair*

No report.

*All University Committee – TBD, Chair*

No report.

*Faculty Affairs – Jonathan Dresner, Chair*

The Faculty Affairs committee has continued to meet through Teams. See agenda for details of those meetings. It was reported that approximately \$44,000 of \$50,000 travel funds have been allocated. Faculty were encouraged to continue to submit requests. Unfunded requests will be tracked.

*Constitution Committee – Mark Johnson, Chair*

No report.

*General Education Committee – TBD, Chair*

The General Education committee met on October 30, 2023 to discuss assessment of General Education. See agenda for additional details.

*Budget Committee – Mary Jo Goedeke, Chair*  
No report.

*Academic Honesty – Norm Philipp, Chair*  
It was reported that several cases are being tracked.

**Unfinished Business**

None.

**New Business**

It was moved and approved that the Academic Affairs committee review the development of a University syllabus template/list of required topics. The last template/list was established in 2011.

It was moved and approved for all faculty to be automatically registered with Rave, the emergency management system, with an option to opt-out if desired.

It was moved and approved to include Jan Smith in notification of the 10-day viewing period for HLC purposes.

**Open Forum**

It was shared that the Pittsburg Christmas Parade is tonight. In addition, it was requested that the new digital data policy shared by the IRB committee be discussed at an upcoming meeting.

**Meeting Adjourned** Meeting adjourned Monday, November 27, 2023, at 4:08 p.m.

  
Melinda Roelfs, Recording Secretary



**FACULTY SENATE MEMBERSHIP (2023-2024)**

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Rebeca Book, (President)	X	X	X						
Norm Philipp, (President Elect)	X	X	X						
Jordan Backs, TWL	X	X	X						
Tim Bailey, HPSS	X		X						
David Boffey, HHPR		X	X						
Paige Boydston, PSYCH		X	X						
Susan Carlson, At-Large									
Kari Cronister, TCHL									
Marcus Daczewitz, TCHL	X	X	X						
Jonathan Dresner, HPSS		X	X						
Kristi Frisbee, At-Large		X	X						
Andrew George, BIOL	X	X	X						
Ram Gupta, CHEM			X						
Beth Hendrickson, Library	X	X	X						
Casie Hermansson, ENGML	X	X							
Ashleigh Heter, NURS	X	X							
Amy Hite, At-Large	X	X	X						
Ananda Jayawardhana, At-Large	X	X	X						
Karen Johnson, NURS	X	X	X						
Mark Johnson, At-Large	X		X						
Myriam Krepps, ENGML	X	X	X						
Joseph Labuda, MIL		X							
Kris Lawson, At-Large	X	X							
Janet Lewis, ART	X	X	X						
Kristen Livingston, COMM	X	X	X						
Kristen Maceli, KUSB	X	X	X						
Dan Maxwell, ETECH	X	X							
Barbara McClaskey, At-Large	X	X	X						
Ruth Monnier, At-Large	X		X						
Clifford Morris, At-Large	X	X	X						
David Pearson, PHYS	X	X	X						
Steve Polley, AUTO	X	X	X						
Jason Reid, TWL	X	X	X						
John Ross, MUSIC	X	X							
Kent Runyan, At-Large	X	X	X						
Ashley Shaw, TCHL	X	X							
Kyle Thompson, WGS	X	X	X						
Scott Thuong, MATH									
David Weaver, KUSB	X	X	X						
Gail Yarick, At-Large	X	X	X						
USS Senate Representative		X							
UPS Senate Representative			X						
Student Government Representative			X						
Student									

\*Substitutes:



## Password Policy\*

**Policy Name:** Password Policy

**Policy Purpose:** The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of password changes.

**Scope:** The scope of this policy includes:

- 1) All personnel who are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Pittsburg State University facility
- 2) All individuals who have access to the PSU network, and
- 3) All systems (where enforcement is possible) that store any non-public PSU information.

## General Policy Provisions

Passwords are an essential aspect of computer security, providing important front-line protection for electronic resources by preventing unauthorized access. Passwords help the University limit unauthorized or inappropriate access to various resources at PSU, including user-level accounts, web accounts, email accounts, screen saver protection, and local switch logins.

A poorly chosen password may result in the compromise of University systems, data, or network. Therefore, ALL PSU students, faculty, and staff are responsible for taking the appropriate steps, as outlined below, to select appropriate passwords and protect them. Contractors, vendors, and affiliated organizations with access to University systems also are expected to observe these requirements.

A department and/or system administrator may implement a more restrictive policy on local systems where deemed appropriate or necessary for the security of electronic information resources. Information Technology Services (ITS) can require a more restrictive policy in protection of confidential data.

## Password Creation

Passwords created by users of University systems, and on systems where technology makes enforcement possible, must conform to the following guidelines:

- Must be different than the user's login name or the reverse of the name and must avoid use of identifiable personal information (names of family or pets, birthdates, etc.)
- Must be a minimum of twelve (12) characters
- Must include digits (0-9)

- Must include both upper and lower case characters (a-z, A-Z)
- Must use a special character (for example, \* & % \$)

These provisions will be enforced electronically whenever possible.

### Changing Passwords

- Passwords must be changed twice a year.
- Must be different from the previous twenty-four (24) passwords.
- The new password must differ from the old password by at least five (5) characters.
- All default passwords ~~shall~~ **must** be changed to meet the current password requirements. No default passwords shall remain in effect after the required initial usage. Default passwords include passwords that are supplied with vendor hardware or software or passwords that are system generated.
- Unnecessary permissions for terminated employees/contractors are revoked in a timely manner.

### Protecting Passwords

- Passwords should be treated as confidential University information.
- Passwords should never be written down or posted for reference.
- Passwords should not be included in email messages or other forms of electronic communication.
- Passwords should not be transmitted or electronically stored in clear text.

### Sharing Passwords

- Sharing or allowing another person to use an individual account password is a violation of this policy, unless the other person is an ~~information technology (IT) professional~~ **ITS tech** assisting the user with a technical problem.
- **Sharing or allowing another person to use your password will be treated as a compromised password and your password will be reset immediately.**
- ITS approval is required prior to sharing a password with a vendor (approval may be granted on a one-time or continuing basis), and this vendor access may require implementing the appropriate technology infrastructure to accommodate the access (depending on the circumstance, and as determined by ITS). Phone communications may be necessary with external information technology vendors.
- It is ~~recommended~~ **required** that passwords be changed after allowing use as permitted in this section.



## Group Accounts

Group accounts are ID's and passwords that are shared between a specific group of people. Group accounts are strongly discouraged and only allowed when other alternatives are not feasible. When group accounts are necessary, then strong account protection is required. The following ITS mandated protections apply:

- Group accounts must be pre-approved by ITS. Please email [ITSecurity@pittstate.edu](mailto:ITSecurity@pittstate.edu) to make your group account request.
- Group accounts will be audited regularly to ensure ownership is current, the account is still necessary, and account agreements are renewed.
- To prevent unauthorized access to a group account, the password must be changed every time there is a change in personnel.

## Reporting Password Compromises

Suspected compromises of passwords must be reported immediately to the IT Security Officer, extension 4657, [ITSecurity@pittstate.edu](mailto:ITSecurity@pittstate.edu) ; or the Gorilla Geeks, extension 4600, ~~[geeks@pittstate.edu](mailto:geeks@pittstate.edu)~~.

The password in question ~~should be changed~~ **will be reset** immediately.

## ITS Responsibilities

- ITS may require a more restrictive policy, such as stronger passwords, in some circumstances.
- ITS may perform password assessments on a periodic or random basis. If a password is guessed or cracked during one of these assessments, ITS will promptly notify the listed contact and require that the password be changed.

## Consequences

Any individual who violates this policy may lose computer and/or network access privileges and may be subject to remediation and/or disciplinary action in accordance with and subject to appropriate University policy and procedures.

**Responsible Office:** Information Technology Services

**Approved by Information Technology Council:** November 19, 2019

**Original Effective Date:** January 1, 2006

**Review Cycle:** Annual

# Multi-Factor Authentication Policy

(Definition in Addendum)

## Purpose

The purpose of this policy is to define the use of multi-factor authentication (MFA) for accessing Pittsburg State University (PSU) computer systems containing sensitive data from both on and off campus. The standards set forth in this policy are intended to minimize potential security risks which may result from unauthorized use of PSU computing resources. MFA adds a layer of security which helps deter the use of compromised credentials.

## Applies to

This policy applies to all PSU faculty, staff, **students** and affiliate users. ~~Graduate assistants and student hourly employees may be required to use MFA based on job requirements.~~

This policy applies to any system that requires an additional layer of protection as determined by Information Technology Services (ITS) in collaboration with campus data stewards. Systems requiring multi-factor authentication include those supported by ITS as well as systems administered by non-centralized departmental IT staff. Systems requiring the use of MFA include, but are not limited to, virtual private network (VPN), systems utilizing Single Sign-On (SSO), PSU applications/systems that contain sensitive data, system administration tools, and privileged accounts.

## Policy Statement

All users must use MFA to access PSU computing resources that require MFA. If users do not use MFA, they will not be able to access these computing resources.

ITS will regularly evaluate and prioritize applications requiring MFA, to enhance the protection of institutional data and personal information.

## Consequences

Any individual who violates this policy may lose computer and/or network access privileges and may be subject to remediation and/or disciplinary action in accordance with and subject to appropriate University policy and procedures.

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Responsible Office: Information Technology Services  
Approved by Information Technology Council: 05.01.20  
Approved by President's Council: 05.15.20  
Original Effective Date: TBD  
Review Cycle: Annual

# Multi-Factor Authentication Policy Addendum

## **The State of Kansas Defines Multi-Factor Authentication as follows:**

A method of confirming a User's claimed identity in which access is granted only after successfully presenting two or more different pieces of evidence (factors) to an authentication mechanism. Factors include knowledge (something the user and only the user knows), possession (something the user and only the user has), and inherence (something the user and only the user is).

## Academic Program Review for AY 24

### #1 - Student Demand

25 or more Junior and Senior Majors  
(4-Year Average)

### #3 – Talent Pipeline

51% or more are employed in Region  
within 1 YR (4-Year Average)

### #2 - Degree Production

10 or more Graduates  
(4-Year Average)

### #4 – Student ROI

2022 5-YR Post-Graduation Median  
Salary \$38,052 or more

Review undergraduate programs that do not meet 3 or more metrics



Pittsburgh State  
University.

# Academic Program Review for AY 27

## Affordability

- % of FT Junior and Senior Majors enrolled in at least 30 hours per Yr or Graduated
- Maximum number of Transfer Credit Hours that apply toward the Bachelors from 2-Yr Colleges

## Success

- Number of Juniors and Seniors, Masters and Doctoral Majors to measure Student Demand
- Undergraduate Median Wage Data 5 Yrs after Graduation to measure Student ROI

## Completion

- Number of Undergraduate, Masters and Doctoral Completions
- Junior Graduation Rate

## Businesses

- % of Undergraduate Degree Completers Employed in Region within 1 Yr
- Narrative articulating how program meets critical KS economic needs



## Updates:

1. Administration asked to supply a way to identify **leadership/organizational roles**.
2. **Central Advising** – Advising is part of KNEA contract.  
Transfer students will be difficult.
3. Faculty – Need to give **feedback** in surveys and opinions and give inputs.
4. **Split face** – will remain, but a new “Gus” head design is under works to allow more creativity.
5. **Student Health Center** – CHC SEK – Positives – more hours/locations  
– food pantry now located there.

**6. KBI** – Signed lease for PSU and approved by KBOR.

In future, dependent on funding, a new facility will be built.

**7. KRPS Radio** – Moving into Bicknell Center.

**8. KBOR Updates:**

PSU Facility & Capital Improvements approved for Soccer Field,  
McCray Heating & Cooling System, Student Rec. Center Roofing  
Master of Social Work for PSU – first reading – approved  
Future programs with KBI @ PSU  
OER & Transfer Equivalency Programs  
Last month the VP for KBOR Academic Affairs resigned.

This month the Assoc. Director of Academic Affairs resigned.  
Strategic Plan Dashboard now live at [www.kansasregents.org](http://www.kansasregents.org)