

FACULTY SENATE MINUTES

December 11, 2023

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, December 11, 2023, with Rebeca Book, President, presiding.

Past Minutes

Minutes from the November 27, 2023 meeting were approved.

Guests

Vice President Stumo shared information on fall 2023 and spring 2024 enrollment. In addition, he reviewed admission funnel data for domestic freshmen. The full presentation is attached to the minutes.

Tim Pearson spoke on the new software phones being installed around campus. One of the main reasons for the change was the work that needed to be done in the tunnels and how that work would impact the current phone lines. The new system is called Avaya Workplace and is being installed on individual desktops. The system is not cloud based. Plans are to switch out administrative offices first and then move to the academic departments. See handout attached to minutes for additional information.

Announcements

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

Provost Smith shared that KRPS is moving to the Bicknell Center. Plans are to move University Police and Parking to the 2nd floor of Horace Mann as Shirk Hall will be torn down in the next 1 ½ years. There have been discussions regarding the centralization of scheduling space that is not considered academic (classrooms). These spaces would include things like the Overman Student Center and the Bicknell Center. In addition, faculty are reminded to notify students on syllabi how they can track their course grade and how school cancellations will be handled. The Provost search will begin next semester; a search firm will be utilized. The administration continues to meet with the KNEA Executive Board on topics such as salary compression and EDCs among colleges. In KBOR news, PSU will report on progress on the NISS Playbook at the January KBOR meeting. In addition, the second reading of the Master of Social Work will take place at the January meeting.

PSU/KNEA – Amy Hite, President

President Hite reported that Peter Chung will serve as the Grievance chairperson. In addition, KNEA will have a representative involved with the Academic Affairs committee on discussions regarding course syllabi.

Student Senate – Jaben Parnell, Representative

It was reported that all Student Senate seats have been filled and that a new Public Relations chair has been elected. In addition, President Parnell has been attending KBOR meetings in Topeka and recently had breakfast with the Regents. On February 14th, SGA will also send 20 students to Topeka to participate in lobbying for higher education. In addition, SGA is revamping the Beyond the Classroom grant and will be providing information next semester. SGA also encouraged faculty to include inclement weather statements in their syllabi.

Unclassified Professional Senate – Greg Belcher, President

It was reported that the UPS continues to discuss the following: employee compensation, work conditions and employee well-being.

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

The committee met on December 8th to begin discussing an update to the required elements for a course syllabus. The committee reviewed several resources and noted that there are three different aspects to consider: 1) required by PSU, required by academic program, and recognized best practices. Academic Freedom as defined by the KNEA contract was also reviewed. The committee will survey students to get their feedback. A vendor solution for creating a shared template was also discussed.

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 November 29th to review interview questions for Honor College Interview Day. See agenda for additional 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 – Anna Beth Gilmore, Chair

No report.

Faculty Affairs – Jonathan Dresner, Chair

See agenda for committee update.

Constitution Committee – Mark Johnson, Chair

No report.

General Education Committee – TBD, Chair

No report.

Budget Committee – Mary Jo Goedeke, Chair

No report.

Academic Honesty – Norm Philipp, Chair

No report.

Unfinished Business

None.

New Business

None.

Open Forum

It was shared that faculty are welcome to participate in the first Martin Luther King Jr. Day of Service on Monday, January 15th by volunteering to assist a number of local organizations. In addition, faculty were reminded that the PSU Holiday Reception is scheduled for December 14th at the Bicknell Family Center for the Arts.

Meeting Adjourned Meeting adjourned Monday, December 11, 2023, at 4:22 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	x					
Norm Philipp, (President Elect)	X	X	X	x					
Jordan Backs, TWL	X	X	X	x					
Tim Bailey, HPSS	X		X						
David Boffey, HHPR		X	X						
Paige Boydston, PSYCH		X	X	x					
Susan Carlson, At-Large									
Kari Cronister, TCHL									
Marcus Daczewitz, TCHL	X	X	X						
Jonathan Dresner, HPSS		X	X	x					
Kristi Frisbee, At-Large		X	X	x					
Andrew George, BIOL	X	X	X	x					
Ram Gupta, CHEM			X	x					
Beth Hendrickson, Library	X	X	X	x					
Casie Hermansson, ENGML	X	X		x					
Ashleigh Heter, NURS	X	X		x					
Amy Hite, At-Large	X	X	X						
Ananda Jayawardhana, At-Large	X	X	X	x					
Karen Johnson, NURS	X	X	X						
Mark Johnson, At-Large	X		X	x					
Myriam Krepps, ENGML	X	X	X	x					
Joseph Labuda, MIL		X							
Kris Lawson, At-Large	X	X		x					
Janet Lewis, ART	X	X	X	x					
Kristen Livingston, COMM	X	X	X	x					
Kristen Maceli, KUSB	X	X	X	x					
Dan Maxwell, ETECH	X	X		x					
Barbara McClaskey, At-Large	X	X	X	x					
Ruth Monnier, At-Large	X		X	x					
Clifford Morris, At-Large	X	X	X	*					
David Pearson, PHYS	X	X	X	x					
Steve Polley, AUTO	X	X	X	*					
Jason Reid, TWL	X	X	X	x					
John Ross, MUSIC	X	X							
Kent Runyan, At-Large	X	X	X	x					
Ashley Shaw, TCHL	X	X							
Kyle Thompson, WGS	X	X	X	x					
Scott Thuong, MATH									
David Weaver, KUSB	X	X	X	x					
Gail Yarick, At-Large	X	X	X	x					
USS Senate Representative		X							
UPS Senate Representative			X	x					
Student Government Representative			X						
Student				x					

*Substitutes: 12/11/23, Brian Welch/Clifford Morris, Dave Ferguson/Steve Polley;

December 2023

PSU Faculty Senate Presentation

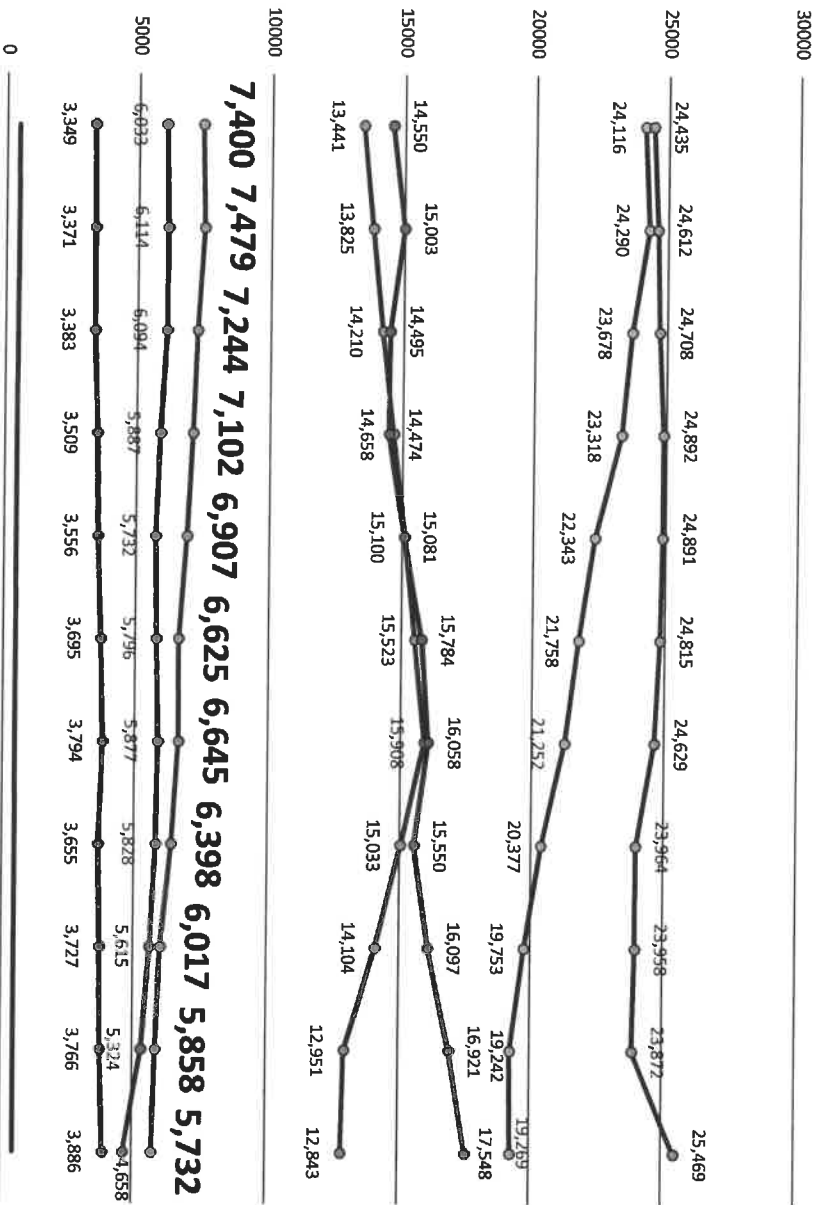
Funnel Discussion and Status
Domestic Freshmen (ZH)

December 11, 2023

Today's Agenda

- Brief Review of Fall Numbers
- Current Snapshot of Spring 2024 Enrollment
- Review of the Fall 2024 Admissions Funnel – Domestic ZH First Years

Kansas Regent Institutions – Total Enrollment



KU
1 yr – 6.7%
5 yr – 2.6%

KSU
1 yr – .1%
5 yr – (11.4%)

MSU
1 yr – 3.7%
5 yr – 11.2%

FHSU
1 yr – (.8%)
5 yr – (17.3%)

PSU
1 yr – (2.2%)
5 yr – (13.5%)

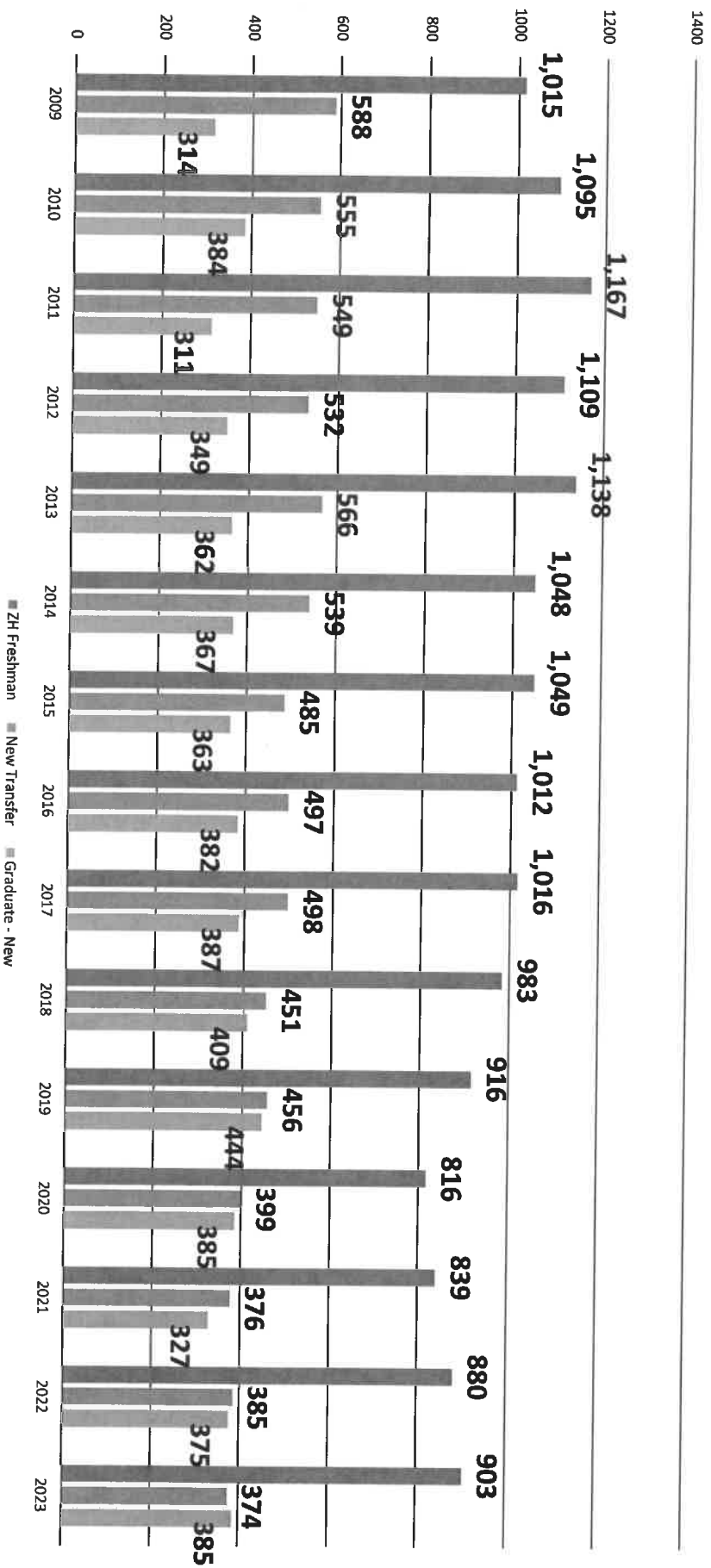
ESU
1 yr – (12.5%)
5 yr – (19.6%)

UK - MC
1 yr – 3.2%
5 yr – 5.2%

- Emporia State University
- Kansas State University
- Pittsburg State University
- University of Kansas Medical Center
- Fort Hays State University
- Kansas State University-Veterinary Medicine
- University of Kansas
- Wichita State University



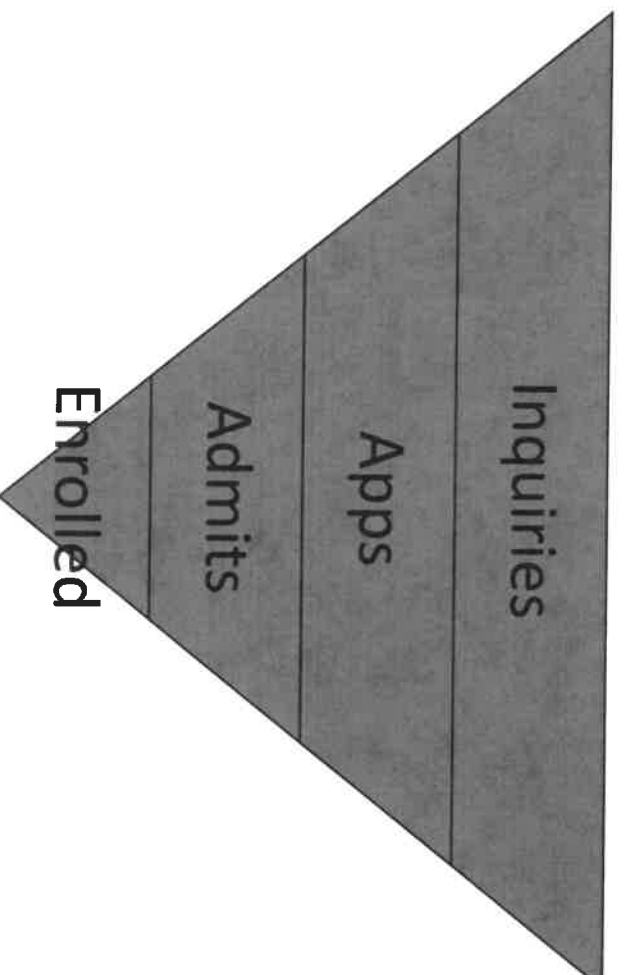
New Fall 2024 Cohorts



**Pittsburg State University
Spring 2024 Enrollment Comparison Report
December 8, 2023, December 9, 2022 and December 10, 2021**

	2022	2023	2024	Change	% change	2023-20th day
Undergraduate	3747	3673	3642	-31	-0.8%	4168
Graduate	1106	987	975	-12	-1.2%	1259
Total Enrollment	4853	4660	4617	-43	-0.9%	5427

The Standard Admission Funnel



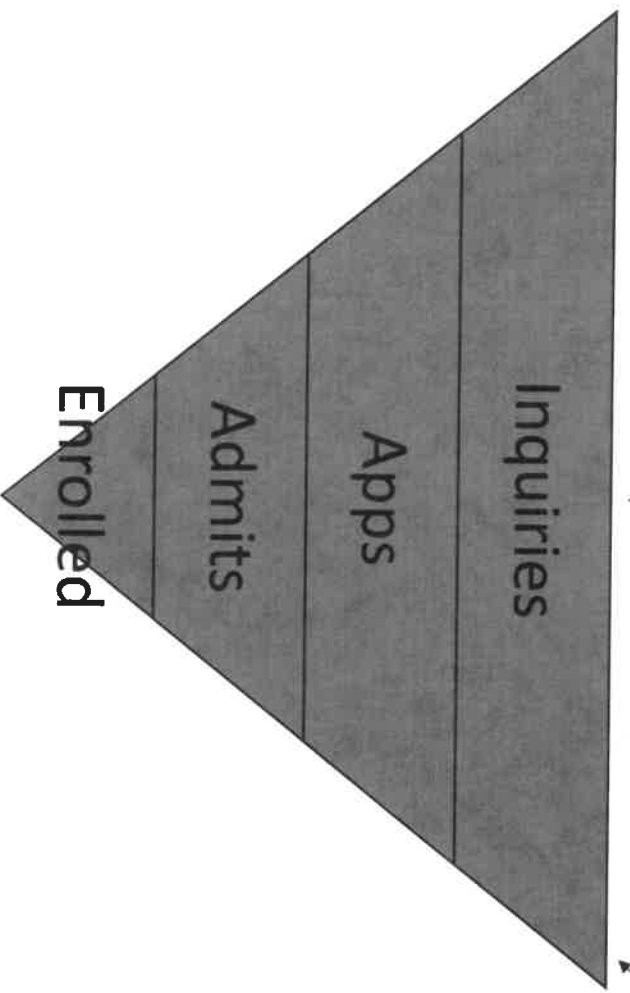
ACT /
PACT/
NRCCUA

SAT / PSAT

Common
Sources
Web/Visit

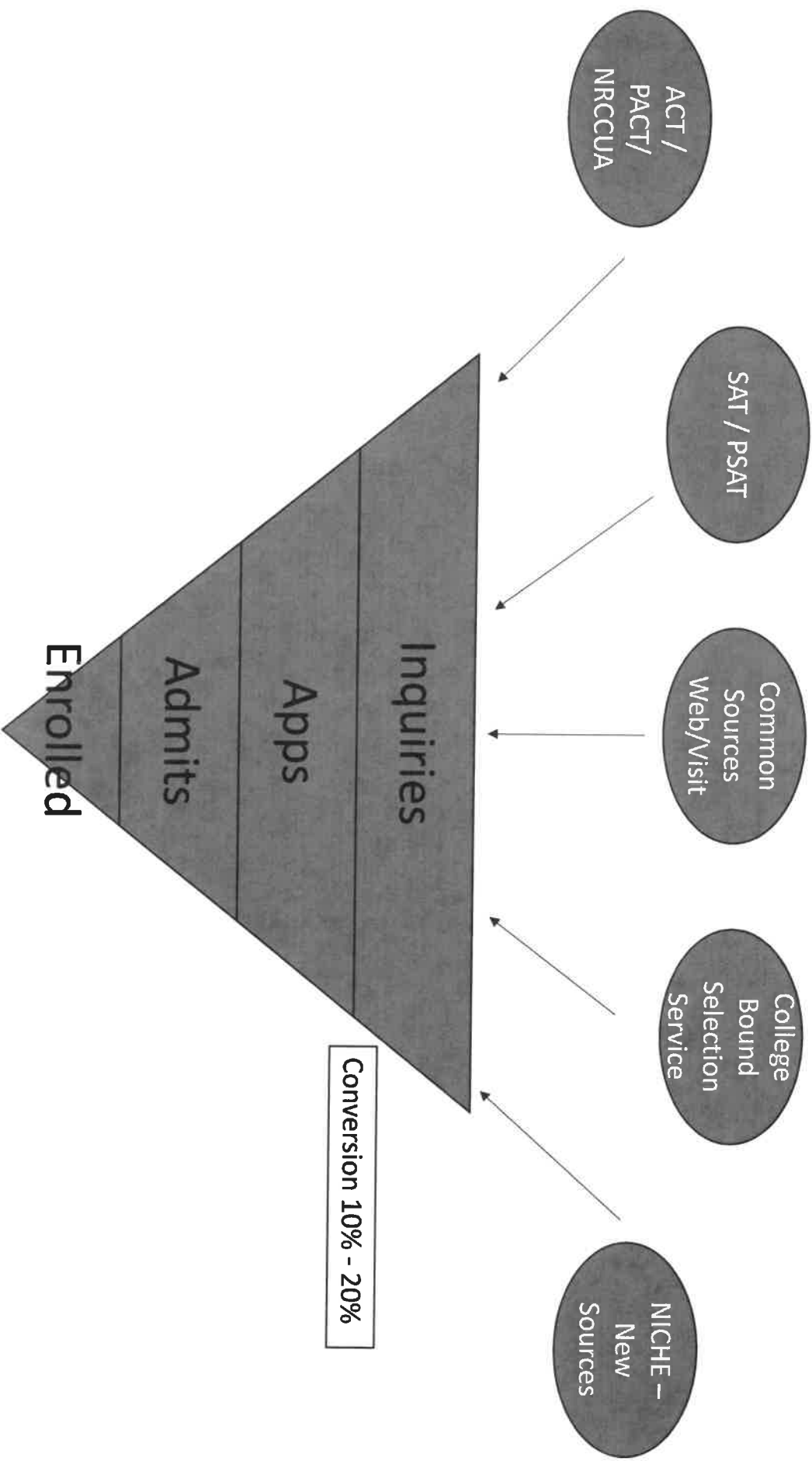
College
Bound
Selection
Service

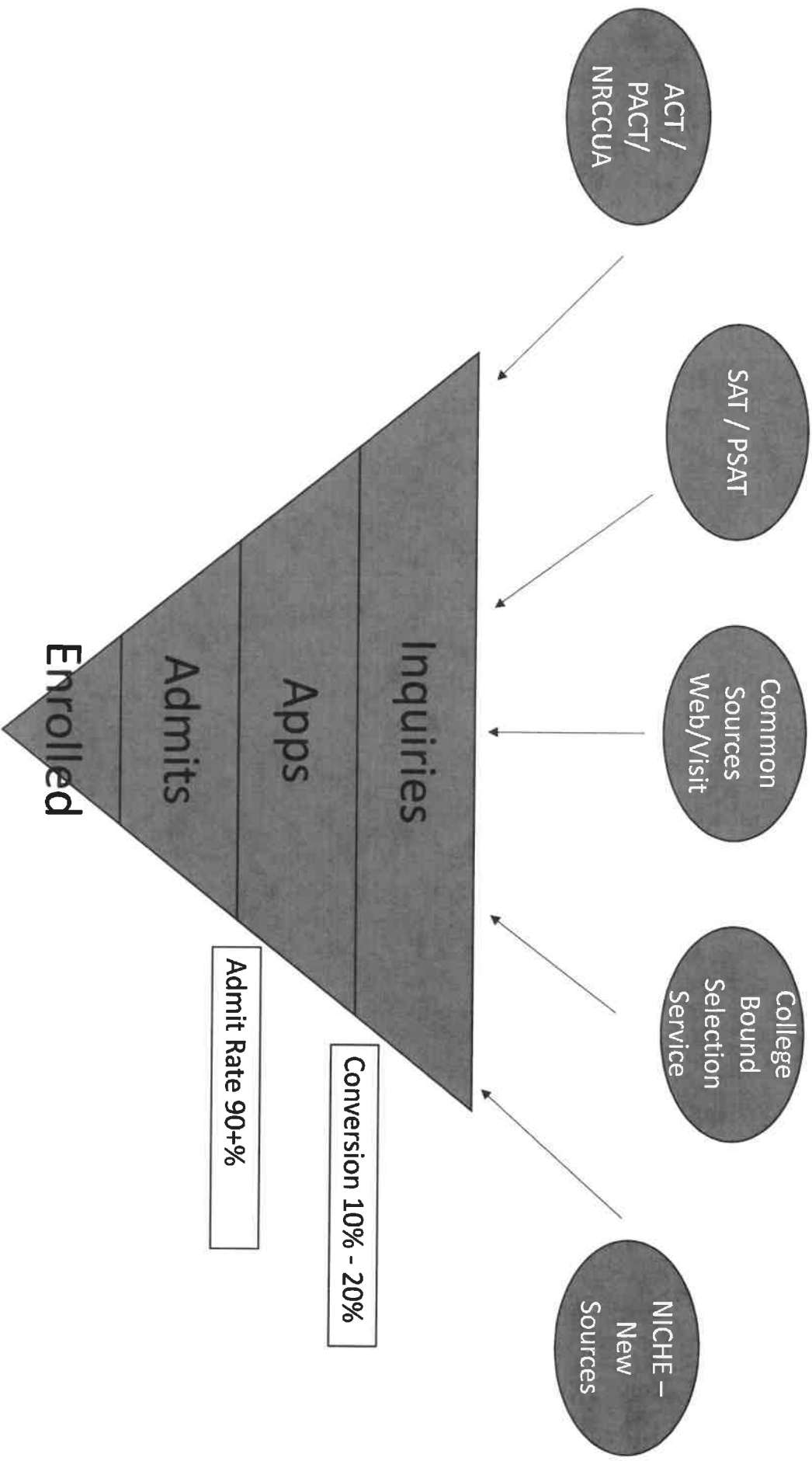
NICHE –
New
Sources



360
STEWART

Purchase 70-75K
HS Student Names
Jrs and Srs





ACT /
PACT /
NRCCUA

SAT / PSAT

Common
Sources
Web/Visit

College
Bound
Selection
Service

NICHE -
New
Sources

Inquiries

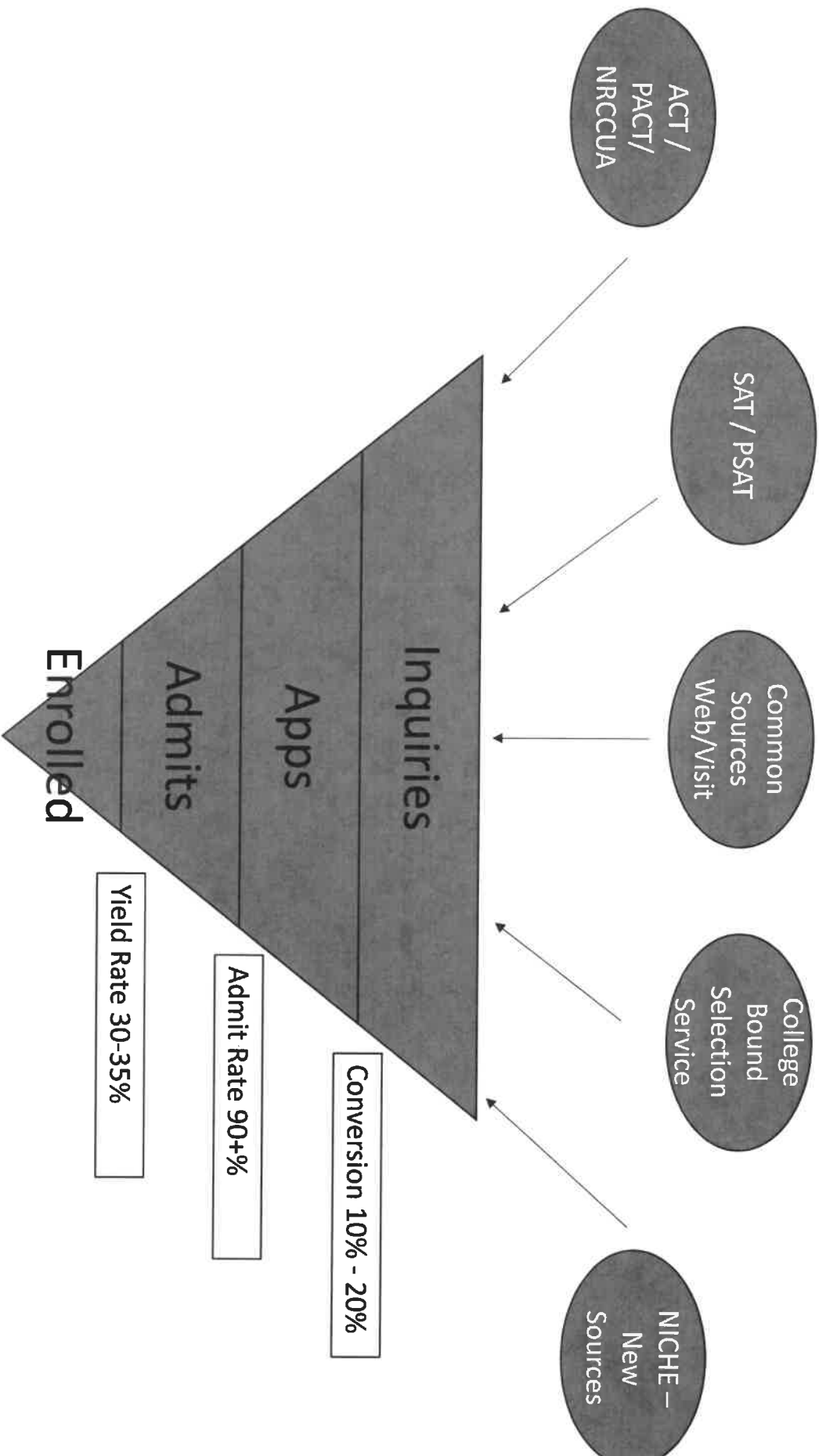
Apps

Admits

Enrolled

Conversion 10% - 20%

Admit Rate 90+%



Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688
Yield Rate	33.6%

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688
Yield Rate	33.6%
Domestic Enrolled	903

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688
Yield Rate	33.6%
Domestic Enrolled	903
	=
International Enrolled	16
Total Officially Enrolled	919

Domestic ZH Freshmen Funnel - Modeling

Total	Fall 2023	Fall 2024 Model A	
Applicants	2,947	+5%	3,094
Admit Rate (Constant)	91.2%		91.2%
Admit Rate Change			-2% (89.2%)
Admits	2,688		2,759
Change / Yield Rate	33.6%	0%	33.6%
Domestic Enrolled	903		927 (+2.7%)
	=		=
International Enrolled	16		16
Total Enrolled	919		946

Domestic ZH Freshmen Funnel - Modeling

Total	Fall 2023	Fall 2024 Model A		Fall 2024 Model B	
Applicants	2,947	+5%	3,094	+5%	3,094
Admit Rate (Constant)	91.2%	91.2%	91.2%	91.2%	91.2%
Admit Rate Change		-2% (89.2%)		-2% (89.2%)	
Admits	2,688	2,759	2,759	2,759	2,759
Change / Yield Rate	33.6%	0%	33.6%	+1%	34.6%
Domestic Enrolled	903	927 (+2.7%)		954 (+5.6%)	
	=	=	=	=	=
International Enrolled	16	16	16	16	16
Total Enrolled	919	946		970	

Domestic ZH Freshmen Funnel - Modeling

Total	Fall 2023		Fall 2024 Model A		Fall 2024 Model B*		Fall 2024 Model C	
	Applicants	2,947	+5%	3,094	+5%	3,094	+5%	3,094
Admit Rate (Constant)	91.2%		91.2%		91.2%		91.2%	
Admit Rate Change			-2% (89.2%)		-2% (89.2%)		-2% (89.2%)	
Admits	2,688		2,759		2,759		2,759	
Change / Yield Rate	33.6%	0%	33.6%	+1%	34.6%	+2%	35.6%	
Domestic Enrolled	903		927 (+2.7%)		954 (+5.6%)		982 (+8.7%)	
	=		=		=		=	
International Enrolled	16		16		16		16	
Total Enrolled	919		943		970		998	

Domestic ZH Freshmen Current Funnel

Fall 2024 ZH Domestic First Year Apps by State

Applicants	Fall 2024	Change	Fall 2023
Female	1,395	18.7%	1,175
Male	853	-2.1%	872
Blank	3	-	0
Total	2,251	10%	2,047

Fall 2024 ZH Domestic First Year Funnel

	Fall 2024	Change	Fall 2023
Applicants	2,251	+9.9%	2,047
Admits	2,247	+11.9%	2,008
Enrolled in CARES	NA	-	NA

Fall 2024 ZH Domestic First Year Funnel

	Fall 2024	Change	Fall 2023
Applicants	2,251	+9.9%	2,047
Admits	2,247	+11.9%	2,008
Enrolled in CARES	NA	-	NA

Month	Fall 2024	Change	Fall 2023
June	43	-2.3%	44
July	84	180.0%	30
August	204	74.4%	87
September	410	10.2%	38
October	625	-31.8%	-291
November	825	81.3%	370
December (up to 12/10)	60	-46.9%	-53
Total	2,251	9.9%	2,047

Fall 2024 ZH Domestic First Year Apps by State

Applicants	Fall 2024	Change	Fall 2023
Female	1,395	18.7%	220
Male	853	-2.1%	-19
Blank	3	-	3
Total	2,251	10%	204
			2,047

	Fall 2024	Change	Fall 2023
Kansas	1,365	14.7%	175
Missouri	510	-1.0%	-5
Arkansas	60	-57.4%	-81
Oklahoma	178	191.8%	117
Texas	33	6.5%	2
			31

	Fall 2024 Program	Fall 2023 Program	+/-
UNDECLARED	285	289	-4
NURSING	280	248	32
BIOLOGY	243	204	39
PSYCHOLOGY	107	97	10
ELEMENTARY EDUCATION K-6	103	59	44
CONSTRUCTION MANAGEMENT	82	93	-11
MARKETING	74	57	17
EXERCISE SCIENCE	63	71	-8
COMMUNICATION	59	44	15
BUSINESS STUDIES	56	53	3
MANAGEMENT	55	60	-5
CRIMINAL JUSTICE	52	43	9
AUTOMOTIVE TECHNOLOGY	52	48	4
MECHANICAL ENGINEERING TECHNOLOGY	45	44	1
NON DEGREE SEEKING	44	1	43
ACCOUNTING	44	39	5
GRAPHIC COMMUNICATIONS	43	41	2
MUSIC	41	36	5
CHEMISTRY	39	30	9
FINANCE	36	27	9
FAMILY AND CONSUMER SCIENCES	30	13	17
ART	29	31	-2
COMPUTER SCIENCE	25	29	-4
ENGLISH	25	24	1
SOCIAL WORK	24	25	-1

Variables Impacting Yield

- Mix of applicants (Diversity, Profile, Geographic, Athletics)
- Financial Aid Process
 - FAFSA is delayed – December 31, February 1
 - PSU Scholarship Form is delayed – March 1
 - Considering new scholarship levels
- Campus Visit Traffic
- Marketing and Admission Staff Yield Performance
- Campus Engagement (visits and follow up)
- External
 - Economy
 - Competition

Thank you for your support.

-Questions-


desktop phone quick reference guide

PSU Phone System

THE FUNDAMENTALS

Avaya 9508


Placing an Internal Call

-Dial a 4-digit extension of the User or press the **RIGHT** directional button to scroll through any programmed buttons if applicable until you see the user you want to call, then press the button next to the User's name. Names will only appear if the user has programmed User Busy Indicator buttons. You can also search for a User by utilizing the  **CONTACTS** button.

Placing an External Call

-Lift handset if desired
-Press an Intercom button, then enter "8" plus the phone number or press a programmed auto-dial button

Answering a Call

-To answer the call using the handset, lift the handset
-To answer the call hands free, press the  **SPEAKER** key
-If already on a call, press the slow flashing button of the ringing call

Hold a Call/Return to a Held Call

-Press the **Hold** soft key to put your current call on hold
-Press the intercom button with the fast-flashing lamp to return to a held call

Diverting a Ringing Call

-Press the **Ignore** soft key. The call will continue alerting but with no audible ring
-Press **To VM** soft key (if shown). The call will be redirected to your mailbox

Transfer a Call

-After answering the call:
-Press the **Transfer** soft key. The current call is put on hold
-Press an available intercom button, enter "8" plus a phone number for external, or the 4-digit extension number for internal
-Press the **Complete** soft key to complete or stay on the line to announce the caller, then hang-up to connect
-If the transfer destination does not answer or does not want to accept the call, press the **Cancel** soft key

Programming User Busy Indicator Button

-Press the **Features** soft key.
-Press the **Phone User** appearance button
-Press the **Self Administer** appearance button
-Use the up/down arrow keys highlight the new or existing button
-Press the **Replace** soft key.
-Use the up/down arrow keys to select **User BLF**
-Press the **Dir** soft key to select username/extension
-Press the **Save** soft key, then **Exit**.
-Press the **Back** soft key until **Exit** soft key

Do Not Disturb/Send All Calls

-Press Arrow Right button
-Press the **DND** button to activate feature (light on)
-Press the **DND** button again to deactivate feature (light off)

Call Pick Up

-Press the flashing **Pickup** button once
-Press the **Select** soft key to connect

Group Calls Enable/Disable

-Press a button for the group that you want to take calls (light on)
-Press the button again to disable calls for the group (light off)

CONFERENCE CALLS


While on an existing call:

-Press the **Conf** soft key.
-Call the party that you want to add to the conference
-If they answer and want to join the call, press the **Conf** soft key
-If they do not want to join the call or do not answer, press the **Drop** soft key and then press the intercom key of the held call


Adding a Call to a Conference:

- Press the **Conf** soft key to put the conference on hold. The other conference parties can continue talking to each other
-Dial the party that you want to add to the conference
-If they answer and want to join the call, press **Conf** again.
-If they do not want to join the call or do not answer, press the **Drop** soft key, then press the appearance key of the held call.


VIEWING THE CALL HISTORY

-Press the  **CALL LOG** key to show your call records
-Use the left and right arrow keys to select which call log records to view: **All, Missed, Incoming and Outgoing**
-Use the up and down arrow keys to scroll through the records
-Pressing **OK** will make a call to the currently displayed record
-If this button is lit **RED**, this is an indication of a missed call. Pressing the button while lit, will take you directly to the Missed Calls list.

VIEW CONTACTS/DIRECTORY

-Press the  **CONTACTS** key. Using the navigational direction buttons to select the appropriate type of contact.
-**All** (All directory entries)
-**External** (Entries stored in the system for all users to utilize)
-**Groups** (Names & numbers of hunt groups on the system)
-**Users** (Names & numbers of users on the system)
-**Personal** (Your own personal directory entries)

VISUAL VOICE MESSAGING (ENVELOPE BUTTON)

This button, as well as the top right corner of your phone will light **RED** when you have an unheard message or a group message. To get messages, simply press the  **MESSAGE** button. Alternatively, you can press *17 to use the Intuity interface (full-featured).

Listen: Play the message


-**Pause:** Pause the message playback.
-**Delete:** Delete the message
-**Save:** Mark the message as a saved message.
-**Call:** Call the message sender (internal only)
-**Copy:** Copy the message to another mailbox (more options)

Message: Record & send a voicemail to another mailbox

Greeting: Change the main/active greeting to your mailbox

Password: Change mailbox password (Must have new password)

ADDING A NEW CONTACT

-Press the  **CONTACTS** key
-Use the left and right arrow keys to select your Personal directory
-Press the **New** soft key. The menu now allows editing of the name and number. Enter the name & number as required
-Press the **Save** soft key

Updates:

1. **KBOR** – Will meet this week and on the agenda is:
 - Transfer & articulation
 - Systemwide General Education
 - Math pathways
 - Second reading for PSU – MS in Social Work
 - AI discussion
 - Future degree programs, initiatives, partnerships
 - National Institute for Student Success Playbook presentations – PSU is presenting next month
 - Reports for qualified admissions & academic affairs
 - Performance agreements
 - Looking for two replacements
 - Outstanding Faculty

2. Marketing –

- Contact information – Bookmarks Suggested
- Website is supposed to be finished

3. Upcoming Speakers –

- January – President Shipp, Jaime Dalton
- Feb. - IRP, Grants & Research
- March – Strategic Planning – Gorilla Rising, Prove-out, KBI
- April – Budget Discussion – Doug Ball, Program Review – KBOR
- May – Student Health Issues

4. New University Committee – Gathering information for course scheduling –

- Many factors to consider - students, building utilization, centralized advising, athletics, campus activities, labs, contract
- Will try to get representatives from different areas to discuss.