

FACULTY SENATE MINUTES

February 26, 2018

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, February 26, 2018 in the Sunflower Room of the Overman Student Center with Amy Hite, President, presiding.

Past Minutes

Minutes from January 29, 2018 meeting were approved.

Announcements

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

Dr. Olson announced the BOR approval of the MPA (Master of Professional Accountancy) and extended thanks to multiple people who attended the February BOR meeting in her stead. She announced that the KBOR March meeting would be held in Pittsburg. The March 14th meeting would be held in the Overman Student Center and watch for announcements for meetings on 13th.

PSU/KNEA – Laura Washburn, President

Ms. Washburn announced a security task force meeting on the 27th with guns on campus and active shooters situations discussion planned.

Student Senate – Nick Bartelli, President

Mr. Bartelli reported on a multitude of activities that SGA was currently involved which included student fee dollars, student organization distribution, classroom grants totaling \$3100 to be presented at Apple Day and the faculty of the year awards. The group had also been briefed on the drafting of an absentee policy (university sponsored student activities involving class absences).

Unclassified Professional Senate – Erin Sullivan, President

Ms. Sullivan spoke of elections of officers and senators and preparing for the distribution of apples at Apple Day.

General Education Review Committee – Phil McNew, Mike Carper, Steve Horner and Katherine Hooey

Phil McNew and Steve Horner were present and spoke of finalizing the assessment rubrics for the 5 pillars and scoring system as well as major elements identified all relating back to the focus group discussions. Working on finalizing the wording and currently plan to be done by March 8th. Rating/scoring continues to be reviewed with Nora Hatton of the analysis and assessment office. Hopefully will have more to share at the April meeting on that topic and plan on having course submissions starting by August 2018.

Dr. Terrel Rhodes of Association of American Colleges and Universities will be on campus March 14th with insight on the general education process. There will be time set aside for Q&A. Encouraged to watch for email for times and location. There is also plans to record his presentations. Hope to have a very assessable package here at PSU.

Faculty Senate President – Dr. Amy Hite, President

Dr. Hite had no further comments regarding the KBOR meeting beyond what was shared by Dr. Olson. She instead focused on sharing upcoming events including Apple Day, KBOR meeting on campus, election of senators at large and need for nominations. Discussion ensued regarding a faculty's ability to opt-out of serving as a FS senator.

Committee Reports

Undergraduate Curriculum – James McBain, Chair

Dr. McBain reported the committee met on the 14th and unanimously approved what is being presented to Faculty Senate. There was no discussion and curriculum items passed unanimously.

Library Services/Learning Resources – Hazel Coltharp, Chair

Jorge Leon reported that the reception for the grand opening of the newly remodeled 3rd floor of the library held on February 22nd was well attended. There are additional upcoming renovations that will occur over the summer that will include elevator, windows, and adding a classroom in the basement. The library has begun work on a book evaluation

process to determine what needs to be added and looking for creative solutions for funding. More technology is being added to library as well. Would appreciate feedback.

Information Systems – Tracy Rampy, Chair

Jim McBain indicated the committee met on February 22 and voted unanimously on the recommendations provided as a handout to the senators present. (see attached). This resolves the committee and rolls the mission into the ITC (Information Technology Council). It was concluded that ISC (Information Systems Committee) was an unnecessary level of bureaucracy with nearly the same representation of faculty/academic personnel and mission.

Dr. Mark Johnson indicated that since this was a constitution by-law change, need to start that process. A first review at Faculty Senate in April and a second reading and vote in May. Dr. Mark Peterson motioned to send through Faculty Senate. Discussion turned to pitfalls if this committee was resolved and having the faculty representation necessary on ITC. It was recommend that the FS president appoint the members on a rotating 1 and 2 year appointments initially to have knowledge base retained one year to the next.

More discussion on by-laws and constitutional changes. Asked to review the constitution on the FS webpage for any changes that have not been made after approval. Recognize it may not be up-to-date.

Departmental Academic Honors – Rion Huffman, Chair

Rion Huffman, spoke of name change being proposed due to interdisciplinary majors. (see attached). Every department needs to provide guidelines for their majors to the Registrar's Office by May 1 or advise that they are following the guidelines used by their college. This will hopefully resolve concerns raised by students and reviewers of submitted projects that the proposals meet expectations. It was recommended that chairs may need a reminder to look into guidelines to be used. Advised that departments without guidelines on file will not be eligible for Academic Honors and thus causing delays for our students.

Honors College – James Greene Chair

The Honors College committee met on February 11 to conduct on-campus interviews with our top forty-two applicants for next year's incoming freshman class. Interviews were held as scheduled, despite the inclement weather that occurred that day. After completing interviews, the pool of applicants was reduced to the top thirty. Dr. Fuchs has invited these students to join the Honors College in the Fall.

Writing Across the Curriculum – Rebeca Book, Chair

As noted in the February agenda, the committee is recommending additional information to the University Catalog. This is to be considered a first reading with a second reaching in March.

Student-Faculty – Barb McClaskey, Chair

Dr. McClaskey presented for first reading and to initiate discussion on a policy regarding absences for students who are participating in university sponsored activities. (see attached). Dr. McClaskey advised that Dr. Cole Shewmake did a great deal of research from other colleges and their existing policies and has drafted what is being presented based on input from numerous groups throughout our campus. She went on to say that we also gained input from students on our committee.

Discussion included preparing proper makeup if participation is required, student violations in not providing 48 hour or more notice, syllabus that already speaks to no excused absences and participation being a part of grade. Cooperative learning difficult to recreate, lab classes, and academic freedom was also part of conversation. Many in the room were supportive and found responses to concerns within the drafted policy. Others recognized the importance of supporting our students who participate in such activities. Rebuttal on abuse of the policy and excessive absences maybe not all activity related being a concern. Dr. McClaskey noted the intent was never to imply that participation and attendance is not important and that discussion was expected to help in moving forward. Gil Cooper responded that he was super supportive of this, but need a balance. Cannot penalize either party, but how do we figure this out and how do we replicate group projects and expectation to do more becomes harder for the student.

Dr. Hite suggested taking the policy back to the departments for more discussion in March. More discussion followed about language, intent and what was prompting this action. Spoke of recent need for athletes returning to Pittsburg in a car driven by coaches instead of bus so that they could pull over and take a test scheduled at a specific time that could not be rescheduled for the student. Dr. Shewmake spoke of these types of instances occurring more than once and thus the need for a policy. Again comments added about shared responsibility and language within document. Dr. Hite at that point suggested that the committee review and bring back in March with revisions. Dr. Shewmake noted this was about version 25 after months of review with others and reminding the group that everyone else in the conference has such a policy.

Questions were then posed on what is the definition of appropriate documentation? To which Dr. McClaskey noted was intentionally trying to not be too specific. Dr. Hite suggested could specify in syllabus. Others noted they would certainly want in writing and include contact information of the university sponsor. No interest in random email and all agreed dates set well in advance should be shared well in advance. Dr. Hite noted it was a great discussion and a vote could be held in April.

Dr. John Franklin asked if others could be invited to the March meeting to which Dr. Hite responded it is an open meeting and at this point would encourage emails to Dr. McClaskey and Dr. Shewmake.

Faculty Affairs – Michelle Hudiburg, Chair

Dr. Hudiburg advised that a survey had been drafted and would be coming out soon. She did not have an exact balance of funds available, but assured senators that there were faculty professional development funds available.

General Education – Mark Johnson, Chair

Dr. Johnson shared that plan to have review done by early March. The committee will make a decision by March 29 on final review.

Budget – Steve Polley Chair

Andrea McConnaughey reiterated some of what was shared by Doug Ball at the Town Hall meeting held on January 30. Still waiting to hear more about what the Kansas legislators are going to do and importance of recruitment and retention.

Unfinished Business None

New Business Dr. Mark Peterson spoke to recent news of possible legislation to lower the conceal and carry age on campuses from 21 to 18 and would like to see people write letters. Dr. Hite reminded the importance of not using PSU resources (email, computer, your time at work) to write such a letter or email. Discussed previous year's letter and importance not to wait to write another letter so legislators will know how you feel.

Open Forum Dr. Johnson told about TEDx tickets going fast. Bob Kehle told of tickets also going fast for legacy band concert at Memorial Auditorium on Friday.

Meeting Adjourned Motion to adjourn was approved at 4:40 p.m.



Debbie Greve, Recording Secretary

**FACULTY SENATE MEMBERSHIP
(2017-2018)**

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Childers, (History, Philosophy & Social Sci)	X	X	X	X	X	X			
Cooper, (At-Large)	X	X			X	X			
Cox, (At-Large)	X	X	X		X	X			
Daley, (At-Large)	X	X	X		X				
Elliott, (Technology & Workforce Learning)			X*	X	X	X*			
Fincher, (Teaching and Leadership)	X	X	X	X	X	X			
Fogliasso, (Management and Marketing)	X	X	X		X	X			
Franklin, (English and Modern Languages)	X	X	X	X	X	X			
Frisbee, (Nursing)	X	X	X	X	X	X*			
Gupta, (Chemistry)	X	X	X	X	X	X*			
Hendershot, (Family & Consumer Sciences)	X	X	X	X	X	X			
Hite, (President)	X	X	X	X	X	X			
Hollingsworth, (Military Science)									
Hudiburg, (At-Large)		X	X	X	X	X			
Jewett, (Past-President)	X	X	X	X	X	X			
Johnson, Mark, (At-Large)	X	X	X	X	X	X			
Kehle, (At-Large)	X	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			
McBain, James, (Hist, Philosophy & Soc Sci)	X	X		X	X	X			
McBain, Rhona, (Art)	X	X	X						
McClaskey, (At-Large)	X	X	X	X	X	X			
McConaughy, (Graphics & Imaging Tech)	X	X	X	X	X	X			
McKinnis, (Economics, Finance, & Banking)	X	X	X			X			
Moots, (English & Modern Languages)	X	X	X	X	X	X			
Morris, (School of Construction)	X	X	X	X	X	X			
Munguia, (Music)		X	X	X	X	X			
Norman, (Automotive Technology)	X	X	X	X	X	X			
Paul, (At-Large)	X	X			X	X			
Peterson, Mark, (At-Large)	X	X	X	X	X	X			
Runyan, (At-Large)	X	X	X		X				
Schiefelbein, (At-Large)			X*		X				
Shewmake, (Health, Human Perform & Rec)	X	X	X	X	X	X			
Siam, (At-Large)	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	X			
Thuong, (Mathematics)	X	X	X		X	X			
Whitney, (Biology)	X	X	X	X	X	X			
Yarick, (Accounting & Computer Inf Systems)	X	X	X	X	X	X			
University Support Staff Senate Rep	X	X							
Unclassified Professional Senate Rep	X		X		X	X			
Student Government Representative	X	X	X	X	X	X			

*Julie Dainty substituted for Kevin Elliott and Jennifer Harris substituted for Jan Schiefelbein at the November meeting. Judy Smetana substituted for Kevin Elliott, Anna Beth Gilmore substituted for Kristi Frisbee and Khamis Siam substituted for Ram Krishna Gupta at the February meeting.

ISC Recommendations

- There will be four faculty representatives on the ITC with one being from each of the Colleges.
- Each member will be on a 2 year term.
- At least one of the four representatives will be from Faculty Senate and report back to Faculty Senate about what was discussed at the ITC.
- Library Services already holds a position on ITC
- None of the four faculty representatives will be either a Chair, Dean, Director, or hold some other administrative position.
- This change will be effective August 2018.
- This change will require a change to the Faculty Senate Constitution and all other relevant by-laws.

This will increase faculty representation on the ITC by two people. Also, it will give the faculty a chance to have all IT conversations with all other stakeholders on campus.

Faculty Senate Academic Honors Changes:

Bylaws Description:

~~Departmental Academic Honors Committee. This committee shall consist of eight members (five faculty and three students).~~ This committee shall consist of seven five ~~four~~ faculty members. The five faculty members shall be from schools/departments participating in the ~~departmental~~ academic honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science, including one member representing the schools/departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments in the college of Arts and Sciences. ~~The three students shall be eligible to participate in the departmental honors program.~~ When possible and filled in a timely manner by the Student Government Association, two students who are eligible to participate in the Academic Honors Program shall also be included in the committee membership. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members. (Amended 5/9/11). The committee responsibilities include:

1. Faculty members of the Faculty Senate ~~Departmental~~ Academic Honors Committee would serve as the Chair/Co-Chairs of the College ~~Departmental~~ Academic Honors Committee and would report back to the Faculty Senate Committee as appropriate. Each College will create a College ~~Departmental~~ Academic Honors Committee whose responsibility it is to develop clearly defined standards and guidelines for ~~Departmental~~ Academic Honors Projects within their disciplines, and to review all student applications submitted to ensure quality and rigor of the projects proposed. (Amendment as of 4/23/12 begins here) For the Colleges of Business, Education and Technology, the committee will consist of one representative from each schools/department. Within the College of Arts and Sciences, there will be separate committees representing schools/departments considered as Arts and those considered as Sciences. ~~Each committee will also include two students appointed by the Student Senate.~~ Committee representatives will be selected by the schools/departments.
2. The Faculty Senate ~~Departmental~~ Academic Honors Committee will address any student concerns voiced with regard to projects that were denied or sent back for modifications, if the student so choose to bring it forth.
3. The Faculty Senate ~~Departmental~~ Academic Honors Committee will review and act upon any proposals for new courses to be added as "may be taken for honors." (Concludes amendment of 4/23/12)
4. ~~Make certain that departmental courses designed for honors meet the general standards set forth in the institutional policy statement creating the student honors program.~~ Uphold the integrity of the guidelines of each school/department/college through the review of applications.

5. ~~Recommend to the vice president of academic affairs those students who are to receive honors.~~
6. Propose modifications in the honors program to the Senate as the need arises. (Amended 5/15/89)

Faculty Senate Website Description Update: (This should mirror the description in the constitution except for the committee duties)

Composition: This committee shall consist of five faculty members. The five faculty members shall be from schools/departments participating in the ~~departmental~~ academic honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science, including one member representing the departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other schools/departments in the college of Arts and Sciences. When possible and filled in a timely manner by the Student Government Association, two students who are eligible to participate in the Academic Honors Program shall also be included in the committee membership. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members.

Information to add to the Appointment letters sent to faculty

Each member of this committee is the chairperson for their respective college. As the chair of the college committee you will need to contact the Dean of your college immediately to determine the members of the college level Academic Honors Committee. Below is a working order for the committee.

1. Appointment letters sent to University Level Committee members. These committee members are the chairpersons for their respective colleges.
2. Committee members each contact prospective Dean's for a list of members for the College level committee. Arts & Sciences will have two committees, one for natural sciences and one for all other schools/departments.
3. Students must return their finished applications to the Registrars office by the Monday of the 3rd full week of classes.
4. University Committee members should have a meeting scheduled with their College level committee members for the fourth week of classes in order to review the applications. The members should approve or deny the applications based upon the general criteria set forth on the Registrars website for Academic Honors as well as specific criteria for each department, and return them to the Registrars office within one week of receiving the applications.

Policy on University-Sponsored Student Activities

With advanced notice, Pittsburg State University will allow students, absent from class as part of approved university-sponsored activities the opportunity to complete points missed from the affected class period. University-sponsored activities are activities initiated by faculty or sponsors directly associated with Pittsburg State University. Examples of such activities include, but are not limited to, recognized academic team, departmental delegation to an academic conference, athletic contests, music competitions, and approved field trips. Students are to be allowed the opportunity to complete each assignment/test missed with an assignment/test of equal value and equal course content.

Responsibilities related to missed work for university-sponsored student activities

Faculty/Instructors

Appropriate documentation to verify absences due to university-sponsored activities must be provided to the faculty member by the student as soon as they are aware of the upcoming absence. At a minimum, this notice should be given at least 48 hours in advance of the affected class meeting. If not possible (e.g. last minute changes to schedules out of the student's control), the student should notify the course instructor as soon as possible (email notification is acceptable). Students traveling for university-sponsored activities should be allowed the same opportunities as students who were present in class. A course instructor may not penalize the student and must provide a reasonable and timely accommodation or opportunity to complete exams or other course requirements that have an impact on the course grade. Faculty members are obligated to honor the following circumstances by allowing alternative solutions for missed course requirements:

1. Travel considered part of the instructional program of the university and requiring absence from class (e.g. professional conferences, research presentations, field trips, etc.)
2. Invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, music competitions, ENACTUS, SGA, etc.)

Verified university-sponsored absences must be consistently applied to all students.

Students

Students who miss class for a Pittsburg State University-sponsored event must, in person or via personal communication (e.g. email), provide advanced notice (as soon as they are made aware of their absence) to all of the instructors whose classes they will miss regarding the specific details of their upcoming absence. This should be done as soon as the student is made aware of the upcoming absence, with a minimum of 48 hours advanced notice of the affected class meetings. If not possible (e.g. last minute changes to schedules out of the student's control), the student should notify the course instructor as soon as possible. Details of course requirements missed due to attending a university-sponsored activity shall be worked out between the instructor and the student upon the student's initiative. The student is expected to prepare for and properly engage in missed work or activities assigned to them. Neither absence nor verified notification of absence relieves the student of the responsibility for meeting all course requirements.

Violations

If you believe that an instructor has violated the above policy, please contact the SGA Academic Affairs Director, either by e-mail at sga_aa@pittstate.edu, by phone at 620.235.4810, or stop by the SGA Office, located at the Crossroads Intersection in Overman Student Center in Room 111 with the big SGA frosted onto the glass. Please give your name, contact information, the class (including day, time and instructor's name), a copy of the course syllabus and a description of the possible violation. Please report the possible violation immediately.

DRAFT