FACULTY SENATE MINUTES
March 26, 2018

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

Past Minutes

Minutes from February 26, 2018 meeting were approved.

Announcements

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

Dr. Olson welcomed those present back from spring break and reminded the group that on the week prior to spring break the Regents were on campus for their bi-annual visit and KBOR meeting. Dr. Olson believed the visit went well and the regents were very complimentary of their experience and expressed their love of our campus.

PSU/KNEA –Laura Washburn, President

Ms. Washburn reminded faculty of their up-coming annual meeting and the need to RSVP. Officer change would occur in May. Ms. Washburn also shared her receipt of an email from Dr. Pawan Kahol regarding Activity Insight and that supplemental materials do not have to be uploaded, but faculty could use a binder. Because Ms. Washburn had also had inquiries regarding student course evaluations, she asked Nora Hatton to provide an update.

Nora Hatton began by sharing the process of the Student Course Evaluation Task Force which began with listening sessions by college and open sessions as well. She indicated there has been a great deal of feedback about the process and they will do another run through for consensus. The questions being considered have gone from over 40 to 10-15 questions, meaning that not everyone's question will be on the survey instrument. The task force is also meeting with students. ITS cannot develop anything internally so looking at vendors to collect the data online. The product would need to integrate well with Canvas and be mobile friendly. Literature reviews and best practices for electronic course evaluations are being reviewed. The next step is going forward to look at the survey from a few months ago and pilot in summer for a fall launch. Anyone with any questions should email Ms. Hatton at nhatton@pittstate.edu

Questions from the group to be taken back to the SPTE task force included: 1) If instrument would remain open the entire administration window or what control over exactly when it is given out/responses expected - to which Nora responded there would be a 2 week window typically week 12-14 of the semester. 2) will there be training for faculty and chairs serving on the Tenure and Promotion committees, 3) what semester will it be launched, 4) details regarding protocol for administering in class, 5) will faculty be able to see who had responded/is there some way to require completion (negative vs positive consequences) – Nora responded both vendors being considered would be able to show positive/negative and 6) will there be a required threshold for response rate before it is considered valid?

Discussion turned to the contract and that it indicates a survey as one measure, but not an end-all, which is still true. To which there was assurances offered that this was a small portion used as a gauge.

A concern was raised on online students not taking part and if there was any way to ensure students take the survey. Discussion led to extra credit, being able to see who opened survey, options available. Nora responded that the committee is continuing to look at minimum.

Student Senate – Nick Bartelli, President

Mr. Bartelli shared that SGA attempted to include higher education when evaluating public support to public education and K-12 schools in an attempt to piggy-back on education funding. The motion was denied. More information would be released through the SGA Facebook account. Reallocating of funds from Horace Mann possibly toward other building improvements or elevator maintenance. Have also been working with City of Pittsburg on possible changes to crosswalk on Joplin outside Yates Hall by creating a bump-out on Joplin for better visual of students crossing. Have even discussed making parking near the current crosswalk for compact cars only to improve drivers' ability to see pedestrians in the cross walk. Hopeful that funding will pass for this project.

University Support Staff – Michael Kloer, President

Dr. Hite read a report from Mr. Kloer that indicated elections are in process to fill vacant senate seats.

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

Phil McNew and Steve Horner were present. Mr. McNew spoke of visit just prior to spring break by Dr. Terrel Rhodes of AACU. There was attendance of faculty senate members as well as deans and chairs. Dr. Rhodes liked our proposed model. The Committee is finalizing 5 rubrics for assessing 5 pillars within new gen ed.

Faculty Senate President – Dr. Amy Hite, President

Dr. Hite thanked all those who helped with Apple Day and felt there was record number of students in attendance. Elections for at-large will be open through March 30. She thanked all those who served on the nomination committee. She shared her appreciation for those who did attend Dr. Rhodes discussion on general education back on March 14th and for those who attended the constituent meetings with KBOR. She believed there were 10-12 faculty members present.

Dr. Hite reminded committees to have any bylaw edits to Norman Phillips by April 15. At KBOR there is a discussion on Faculty-Senate Relationship Policy at board level. Every University has a policy centered on authority, which KBOR feels are too vague.

In closing, Dr. Hite gave a shout-out to faculty senators Barbara McClaskey and Kristen Livingston for being named Outstanding Faculty.

Committee Reports

Academic Affairs – Maeve Cummings, Chair

Due to Dr. Cummings recent change in position to interim chair of Accounting and Computer Information Systems, she has resigned her position within faculty senate and chair. Dr. Hite will work with members of the committee to appoint another chair. Jorge Leon presented as a first-read the materials included in the agenda. This included definitions for an emphasis, certificate and minor which also clarifies the number of hours needed for each. The second-read will be at the April meeting.

Undergraduate Curriculum – James McBain, Chair

Cliff Morris gave the report. Noted they found a few typos for which there was a friendly amendment. The packet as presented in the agenda was approved unanimously by the senate.

Library Services/Learning Resources – Hazel Coltharp, Chair

Dr. Kevin Elliot shared that there would be extended hours at the library for dead and finals week.

Information Systems – Tracy Rampy, Chair

Dr. Kristi Frisbee reported on a proposal to dissolve the ISC and suggested changes. The proposal read that 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. None of the four faculty representatives will be either a Chair, Dean, Director or hold some other administrative position. This change would be effective August 2018. The change would 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.

A motion was made to accept this second-read of the proposal and it had unanimous support.

Departmental Academic Honors – Rion Huffman, Chair

The second reading of recommended changes to bylaws and processes for Academic Honors, as presented in the March agenda, were reviewed by Dr. Hite. There was discussion on the need for each department to have their own guidelines and have them turned into the Registrar's Office by May 1st. For colleges where college-wide guidelines are acceptable, the department should let the Registrar's Office know it is their intent to use the college guidelines. Departments that do not submit guidelines or submit notice to use the University wide or individual college guidelines

before May 1st will default to the University guidelines. Dr. Hite indicated she had spoken to each of the 4 academic deans about this process and the deadline. The motion to accept the revisions was approved.

Writing Across the Curriculum – Rebeca Book, Chair

As noted in both the February and March agendas, the committee is recommending additional information to the University Catalog pertaining to the amount of writing in a WL course. As a second reading, a motion was made and carried to change catalog copy on WL.

Student-Faculty – Barb McClaskey, Chair

Dr. McClaskey indicated that they had taken the input and guidance from all who shared their opinion and edited the earlier draft. Bob Kehle reminded the group that this was an important document for both faculty and students and it was not just about athletes. All departments have some need for such a policy. He shared that he believed it was important for protection and enhances experience of students. Dr. McClaskey reiterated that we are one of only two regent schools who do not have such a policy. Dr. Hite indicated she would send the document electronically and there would be a vote in April. (see attached handout distributed at the meeting)

Faculty Affairs – Michelle Hudiburg, Chair

Dr. Hite read from a prepared report that $83,261.49 had been approved leaving a balance of $6,738.51. The committee is in process of reviewing survey responses and a letter had been sent to the Foundation to increase funding from $90,000 to $100,000 for 2018-2019. There are 2 Priority I applications awaiting approval along with 6 Priority II applicants that have been approved, but pending availability of funds.

General Education – Mark Johnson, Chair

Dr. Johnson shared that a short meeting was planned in the upcoming week.

Unfinished Business None

New Business None

Open Forum None

Meeting Adjourned Motion to adjourn was approved at 3:52 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	X		
Cooper, (At-Large)	X	X			X	X			
Cox, (At-Large)	X	X	X		X	X			
Daley, (At-Large)	X	X	X		X		X		
Elliott, (Technology & Workforce Learning)			X*	X	X	X*	X		
Fincher, (Teaching and Leadership)	X	X	X	X	X	X	X		
Fogliasso, (Management and Marketing)	X	X	X		X	X	X		
Franklin, (English and Modern Languages)	X	X	X	X	X	X	X		
Frisbee, (Nursing)	X	X	X	X	X	X*	X		
Gupta, (Chemistry)	X	X	X	X	X	X*	X		
Hendershot, (Family & Consumer Sciences)	X	X	X	X	X	X	X		
Hite, (President)	X	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	X		
Johnson, Mark, (At-Large)	X	X	X	X	X	X	X		
Kehle, (At-Large)	X	X	X	X	X	X	X		
Leon, (Library Services)	X	X	X	X	X	X	X		
Livingston, (Communication)	X	X	X	X	X	X	X		
Maxwell, (Engineering Technology)	X	X	X	X	X	X	X		
McBain, James, (Hist, Philosophy & Soc Sci)	X	X		X	X	X	X*		
McBain, Rhona, (Art)	X	X	X						
McClaskey, (At-Large)	X	X	X	X	X	X	X		
McConnaughey, (Graphics & Imaging Tech)	X	X	X	X	X	X	X		
McKinnis, (Economics, Finance, & Banking)	X	X	X			X	X		
Moots, (English & Modern Languages)	X	X	X	X	X	X	X		
Morris, (School of Construction)	X	X	X	X	X	X	X		
Munguia, (Music)		X	X	X	X	X			
Norman, (Automotive Technology)	X	X	X	X	X	X	X		
Paul, (At-Large)	X	X			X	X			
Peterson, Mark, (At-Large)	X	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	X		
Siam, (At-Large)	X	X	X	X	X	X	X		
Spera, (Psychology and Counseling)	X	X	X	X	X	X	X		
Tayo, (Physics)	X	X	X		X	X			
Thompson, Kyle, (Women's Studies)	X	X	X	X	X	X	X		
Thuong, (Mathematics)	X	X	X		X	X	X		
Whitney, (Biology)	X	X	X	X	X	X	X		
Yarick, (Accounting & Computer Inf Systems)	X	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	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. Don Viney substituted for James McBain at the March meeting.

March 26, 2018 Updated Version

As this policy was revised from the initial presentation to the Faculty Senate, this is the version that should be presented to your colleagues for review fpr approval.

Policy on University-Sponsored Student Activities

Preamble

Pittsburg State University recognizes the transformational value of out-of-class activities in which our students participate. Whether initiated or sponsored by faculty or other University representatives, these activities add value to our various programs, whether academic, cultural, professional, or athletic.

The PSU Faculty Senate supports our students' desire to engage in these activities; we recognize our responsibilities in facilitating this engagement; and, we seek to provide guidance for instructors, sponsors and students as we cooperate to enhance our mutual learning experience. While ideally none of these University-sponsored-or-sanctioned-activities (USSA) would interfere with classroom attendance and participation, it is inevitable that at times conflicts will occur. With the goal of ameliorating such conflicts, we share the following knowledge and suggestions by way of making policy that protects our individual constituencies.

For Students

You have the right to expect to be reasonably accommodated by faculty if you meet your responsibilities in regards to this policy and if you meet your responsibilities for class attendance and participation when not absent for USSA.

You have the responsibility to inform faculty of your intention to participate in USSA. This should be delivered in writing with a sponsor's signature, title and contact information. Students should provide specific details of their intended absence. You should do so at the beginning of the semester or as soon as you are made aware of the scheduled absence. You should inform all of the instructors whose classes you will miss. You will provide information regarding the specific details of your intended absence. This should be done as soon as you are aware of the intended absence, with a minimum of 48 hours advance notice of the affected class meetings. If not possible (e.g. last minute changes to schedules out of the student's control), then you should notify your course instructor as soon as possible.

For Sponsors

You have the right to advocate for fair accommodation for your USSA participants in cooperation from faculty and students.

You have the responsibility to inform faculty and students of your USSA schedule and how it may affect class schedules as early as possible in the semester.

For Faculty/Instructors

You have the right to expect that students will express their intention to participate in a USSA. This should be delivered by the student in writing with a sponsor's signature, title and contact information. Students should do so at the beginning of the semester, or as soon as they are aware of their intended absence, with a minimum of 48 hours advance notice of the affected class meeting. If this is not possible for reasons beyond their control, then students should notify you as soon as possible. Students should provide specific details documenting and verifying student participation in a USSA.

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You have the responsibility to reasonably accommodate students who participate in USSA. Ideally, such accommodation would be offered and would be accepted in advance of a class absence. Such accommodation could include the opportunity to complete each assignment/test missed with an assignment/test of equal value and equal course content; or, exempting the student from the assignment if it is in the best interest of both parties involved.

Instructors shall provide reasonable and timely accommodations or opportunity to complete exams or other course requirements that have an impact on the course grade. Alternative solutions shall be provided for the following:

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.)

Violations

Neither absence nor verified notification of absence relieves the student of the responsibility for meeting all course requirements.

If a student believes a violation of the policy has occurred, the student is to 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. The student is to provide his or her 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. The SGA Academic Affairs Director will notify the Chair of the Student-Faculty Committee, obtain information, and if discussion with the faculty member and student does not resolve the issue, then a meeting of the Student-Faculty Committee will be scheduled as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

If a faculty member believes a violation of the policy has occurred then the faculty member should contact the Chair of the Student-Faculty Committee and provide his or her name, contact information, the class, the student's name, activity, and description of the possible violation. The Chair of the Student-Faculty Committee will notify the SGA Academic Affairs Director and obtain information. If discussion with the faculty member and student does not resolve the issue, a meeting of the Student-Faculty Committee will be scheduled as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

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