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Fort Hays State University Faculty Senate Minutes, February 7, 1994

FHSU Faculty Senate

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Minutes of the Fort Hays State University
Faculty Senate
February 7, 1994

A. President Dianna Koerner called the meeting of the Faculty Senate to order in the Pioneer Lounge Room of the Memorial Union on February 7, 1994 at 3:30 p.m.

B. Senators present were Warren Shaffer, Garry Brower, Michael Madden, Dale McKemey, Joan Rumpel, Sandra Rupp, Max Rumpel, Stephen Shapiro, John Durham, Donna Ortiz, Albert Geritz, Ralph Gamble, Michael Meade (for Richard Leeson), Jean Salien, Gary Millhollen, Helen Miles, John Zody, Norman Caulfield, Merlene Lyman, Anita Gordon-Gilmore, Charles Votaw, Mohammad Riazi, Martin Shapiro, Jo Ann Doan (for Michelle Hull-Knowles), Stephen Tramel (for Richard Hughen), Richard Heil, Robert Markley, Marc Pratarelli, Gerry Cox, Michael Rettig, and Herb Zook.

Senators absent were Bill Daley, Martha Holmes, Michael Jilg, Fred Britten, Lance Lippert, Eileen Deges Curl, Maurice Witten, and Lewis Miller.

The Guest of the Senate was Provost Rodolfo Arevalo.

C. The minutes of the January 11, 1994 meeting were corrected to change the word "than" to "then" on page 3, paragraph 1 under New Business. The minutes were approved as corrected.

D. Announcements

1. See agenda for written announcements.

2. President Koerner met with the Provost and discussed questions generated from the faculty (announcement #1).

a. Ranked faculty at FHSU include chairs and below. This would also include librarians, part-time instructors, full-time researchers, and summer salary people.

b. Deans have control over personnel budget and OOE funds.

c. Some of the prefixes have been changed from BSAH to BIOL (Biology), MDI (Medical Diagnostic Imaging), and SLP (Speech Language Pathology) in the spring 1994 class schedule. This was done to clarify which areas in BSAH were generating SCH.

d. The Provost was asked about student ratings. Concern was expressed about manipulation of data by department chairs when results come in. Instructors comments should be attached to any student ratings to add insight or additional information. Who has access to these ratings? Summaries of all student responses should be given to faculty members and copies kept in their file. The only "official" personnel file is in the Provost's office. The same instructions need to be given each time the student ratings are done. There is a university policy concerning this and it should be followed (Policy for the Administration of Student Evaluations of Faculty passed by the Faculty Senate on May 4, 1992 and approved by President Hammond on March 10, 1993)

3. In regards to the Washburn issue (announcement #2a), Senator Jerry Moran has been quoted to say that the state does not have to give Washburn 6.2 million/year. The money can be taken away and Washburn can be free standing so we don't have to let Washburn into the Regent's System just because we currently give them money.

A document was shared with Faculty Senate from Representative James Lowther, District 60 concerning the Washburn Issue (attachment a). In the first paragraph, Lowther points out that the only way to possibly defeat Washburn from coming in is to defeat the salary increase proposed by the Regents. Both KSU and KU now have voted to support Washburn coming in (rationales are included in Lowther's document).

4. At the last BOR meeting a report titled "The Status of Financing Kansas Higher Education Fiscal Year 1994 and the Regents Request Fiscal Year 1995" was released. If anyone wants to look at it they may request the report from President Koerner. In the report Governor Finney is proposing a 6.8% increase for the FHSU total budget, which is about \$1,982,000. The Governor does not support the library increases, which may need to be lobbied for from our legislators.

5. The Faculty Handbook should be out soon (announcement #6). There are a lot of new policies or revisions of existing policies including the Grievance Policy, Harassment Policy and Contracts with Off-Campus Agencies. Also included are definitions of faculty positions. The policy on Program Discontinuance is being looked at again by University Affairs.

6. All Faculty should have received the strategic planning document outlining action plans that will be funded for next year. A document was sent to chairs indicating the status of action plans for 1993 - completed, in process or not completed.

7. President Koerner presented a document from Emporia State that was put together by Dr. Natalie A. Sicuro, Jones Distinguished University Professor from the Jones Institute for Educational Excellence. The focus was a plan for governance of higher education in Kansas. The four recommendations were 1) the State of Kansas should immediately begin developing and preparing a master plan for higher education, 2) the master plan should be for higher education only, 3) enable legislation to allow community colleges or vocational/technical schools to come under the jurisdiction of the BOR, and 4) alternatives for restructuring the governance of higher education.

E. Standing Committees

1. Academic Affairs -- No report

2. By-laws and Standing Rules -- Senator Charles Votaw

a. Proposed changes to the Faculty Senate By-laws and Standing Rules were passed out (attachment b). The suggestion to capitalize the names of offices where appropriate was also made by the committee but those changes were not handed out since they were not substantive changes. Words or phrases lined through are to be deleted and those in italics added (attachment b). Reasons for changes were explained by Senator Votaw.

February 14, 1984

The committee moved to make the changes to the Faculty Senate By-laws. Senator John Durham asked about the proposed change to Article III, Section 3.c(3). He wanted to know if the Faculty Senate would have to vote to approve any representatives subject to the petition. Senator Votaw responded that was the intent.

Motion passed to send proposed by-law changes to faculty for approval.

The committee moved to make the changes in Standing Rule #2 and #5 (attachment b - under Proposed Changes to the Faculty Senate Standing Rules). Senator Votaw moved to amend Standing Rule #2 and replace it with the wording at the bottom of attachment b. Senator Gerry Cox seconded the amendment.

Amendment passed.

Amended motion passed.

b. The issue of library representation seems to be more appropriately handled by University Affairs rather than By-laws and Standing Rules. Senator Votaw prepared a statement concerning this issue and will send it to University Affairs. The statement is as follows: The appropriate Library staff shall elect to be considered as a department of one of the academic Colleges of the campus for purposes of representation on tenure and promotion hearing committees. Such election shall remain in effect until changed, and may not be changed sooner than two years after the previous election, unless the affected College ceases to exist.

3. External Affairs and Faculty Salary -- No report
4. Student Affairs -- No report
5. University Affairs -- No report

F. Old Business

1. President Koerner updated the Faculty Senate on the status of the FHSU and BCCC merger. Committees are still meeting and discussing issues. Senator Michael Madden asked what the status would be of BCCC faculty. President Koerner responded that she understood that their faculty would become part of our departments. However, President Koerner has heard that BCCC faculty believe they will be free standing.

Senator Merlene Lyman mentioned that President Hammond met with her department last week and indicated that some decisions about BCCC have been made that faculty at FHSU are not aware of. President Koerner responded that these are some of the issues that need to be clarified with the Provost.

Senator Michael Madden asked how many full-time and part-time faculty are at BCCC. President Koerner indicated that BCCC has 30-40 full-time faculty and was unsure of the number of part-time faculty. According to the proposal only the full-time faculty would be guaranteed their positions if the merger occurred.

G. New Business

a. President Koerner raised the issue of deadbeat faculty senators. President Koerner's concern is that some faculty in departments and even colleges are not being adequately represented because their senators are not attending meetings. Another concern is that, in some instances, senators are being appointed by chairs and not elected.

Last year Senator Votaw sent out the requirements prior to the election of senators. Perhaps we should request a report of the date, time and results of the meeting instead of just the names. President Koerner responded that might be a possibility.

Senator Ralph Gamble asked President Koerner if she thought there were faculty members that don't know that senators need to be elected. Why not PROFS or send a hard copy to every faculty of this requirement? President Koerner responded that some faculty have indicated that only tenured faculty are appointed because tenure-track faculty need to be concerned about getting tenure. Also some new faculty are appointed and yet the by-laws recommend that they be a faculty member for 3 years before serving on Faculty Senate.

Senator Robert Markley mentioned that some chairs fail to do their job of insuring that senators get elected in a timely manner. Senator Ralph Gamble suggested that when notices are sent out about elections, make the word "election" in bold and 28 pt font. Senator Votaw typically sent notices to the chair but perhaps the entire faculty should receive notice.

Senator Richard Heil asked if the rest of the faculty/department have a right to know that their senator(s) are not attending the meetings. President Koerner responded that the chairs receive a hard copy of the senate minutes and it does indicate who is present and absent. So they can police that, but that leaves it up to the chair which may not be the chair's responsibility since senators are elected by the faculty. Faculty should check to see if they are represented. Minutes are sent on PROFS and if they want a hard copy they can get one from the secretary or ask for the attendance of their senators by calling the secretary.

President Koerner also added that faculty on sabbatical who have alternates attending, or have health or family problems are not included in the list of deadbeat faculty.

b. Provost Rodolfo Arevalo addressed the senate about the Value Statement that was sent on PROFS. The administrative staff got involved in helping to develop and frame the document. Basically it is an attempt to look at how administrators are going to go about actualizing the mission of the university. The document was written for administrators, not faculty. At a cabinet meeting it was suggested to the president that the senates on campus should be informed of what the administrators were doing. So they decided to share this document to get feedback and input from faculty, staff and students. These suggestions would be used to refine and rewrite the document.

Senator John Durham commented that he wished that the faculty had the Provost's introduction before the document became public.

Senator Albert Geritz asked who will read the document. Provost Arevalo responded that every administrator hired on this campus and probably every staff member will read it. Possibly it may follow the Mission Statement.

Provost Arevalo along with the President wishes to open the lines of communication. Originally plans were made for the Provost to attend Faculty Senate to present the document, but plans went awry.

Senator Max Rumpel asked if a value statement would be developed for faculty and other support staff. Provost Arevalo responded that they were not thinking that far ahead.

Senator Durham asked President Koerner to make copies of the remarks to the value statement from the faculty. President Koerner indicated that responses would be put on PROFS.

Senator Warren Shaffer questioned whether the Mission Statement was an appropriate place for the Value Statement, if indeed the chief purpose of this document is to articulate the performance criteria for administrators. Provost Arevalo responded that was just a thought.

Senator Robert Markley thought it might serve better as a by-laws for administrators.

Senator Ralph Gamble commented that it is a good idea to examine our values but he noticed that there was a column for a score beside each item that implies a rating on a scale from 1-10 or 0-100. Is this for administrators attempting to meet these goals? Is that the purpose? The Provost agreed. Since the Provost's arrival he has been trying to develop an annual evaluation for the deans and directors that are performance defined. The President would like this to extend beyond deans and directors.

c. President Koerner commented that the Provost mentioned in their meeting that the assessment and evaluation documents that were formulated in the fall were to include not only what is done but the criteria for assessment. This was to be formulated by the department faculty and not just the chair.

d. Senator Jean Salien asked President Koerner about the policy for student ratings. President Koerner indicated that the process of administrating them and handling that information is in a document approved by Faculty Senate. President Koerner indicated that she can send the policy over PROFS. The actual ratings are to be collected by the chair or their designee and given to the secretary to type. The summary is presented to the faculty member after grades are turned in. There should be some mechanism within the department to secure these ratings so other people do not have access to them.

Provost Arevalo was interviewed by the Leader and he commented that he uses the ratings on personnel matters - merit, tenure or promotion. Therefore, the Provost views them as not open to the general public.

President Koerner commented that according to the BOR policy student ratings do not fall under the Open Information Act. This is personnel information and is therefore confidential.

Senator Robert Markley added that where student's publish ratings, the students do their own survey and do not use official ratings done by the university.

Senator Gerry Cox also mentioned that grades are not to be posted, even by social security number.

Senator John Durham stated that you can offer students the option to have their grades posted.

President Koerner mentioned that the policy is not in the hard copy of the new handbook but it will be on the computer-accessed handbook.

H. The meeting was adjourned at 4:39 p.m.

Respectfully submitted,

Jean A. Gleichsner
Jean A. Gleichsner
Secretary