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Fort Hays State University Faculty Senate Minutes, January 14, 2003

FHSU Faculty Senate

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Fort Hays State University Faculty Senate
Minutes for Regular Meeting of Tuesday, January 14, 2003

The meeting was called to order at 3:30 P.M. by **President John Heinrichs**
36 members were present

1. Approval of Minutes of Prior Meeting

1a. December 2, 2002 minutes (see Attachment A) and sign-in roster (see Attachment B)

Senator Huber was present for the December meeting.

It was moved by **Senator Buffington**, and seconded by **Senator Squires**. Minutes were approved unanimously.

2. Announcements and Information Items (no action required)

2b. Information from the Kansas Board of Regents

- COFSP: proposal for Regents-level faculty award program

President Heinrichs mentioned that this will come up for a vote at the next Regents meeting. If the regents approve the proposal, the Faculty Senate will need to implement the process, form a committee, and decide on the process of who is nominated.

2c. President's Cabinet

- Legal requirements for position termination

See handouts relating to Legal Requirements for Position Termination.

President Heinrichs outlined the legal requirements for all employees on campus and how the University would have to deal with position termination.

President Hammond would like to notify potential position cuts as soon as possible, and not wait until the last minute. **President Heinrichs** stated he would like **President Hammond** to notify those faculty "on the bubble" as soon as possible, so they may begin looking before positions at other institutions would be closed.

Senator Britten asked about program specialists and where they would be ranked. **President Heinrichs** suggested that they would fall under in the part-time faculty positions.

- Status of Faculty Senate **Recommendation 103_008** (BGS concentration accounting)

President Heinrichs mentioned that it has been brought up to the Presidents Cabinet twice. It is still under discussion. **Provost Gould** mentioned that the subject has been brought up with the Council of Deans.

2d. Other

- Update on budget/strategic planning process

President Heinrichs discussed the budget handout. Currently FHSU is roughly \$1.8 million short on the budget for FY2004. **President Heinrichs** outline what the Faculty Senate is doing to help address this shortfall.

- Cuts should be voluntary when possible (i.e. voluntary retirements, unpaid leave of absence, etc.)
- All cuts should be targeted rather than across the board.

Provost Gould mentioned that 80% of the budget comes from salaries, so that is where most of the cuts will come from. It was also stated that the Division of Academic Affairs will be trying to deal with 75% of those cuts. **Provost Gould** would like to eliminate positions that are empty positions.

- Status of **Recommendation 103_004** (Change to Faculty Senate bylaws)

The ballots are out and are waiting return.

President Heinrichs asked for volunteers to help **John Ross** in the development of a Faculty Holdings section of the library.

3. Reports from Committees

3a. Academic Affairs: **Martha Holmes**

Two courses up for approval

Resolution 103_011: TESS 099 – Principles of Learning and Teaching (PLT) Exam

Senator Britten was asked why the course is receiving 0 credit hours. It was explained that it was a way of tracking and accounting for those students who pass the PLT, which is part of the requirements for the degree. This was a request made by the Registrar's Office. It was approved unanimously.

Resolution 103_012: JUS 360 – Social Justice: Action and Policy. 14 for, 7 opposed.

3b. Student Affairs: **Rich Lisichenko**

The committee is still looking at data, and is in the process of preparing a report for the Executive Committee

3c. University Affairs: **David Goodlett**

- **Resolution 103_009:** The Faculty Senate encourages faculty to place their on-campus syllabi in the university's online database. Making the syllabi available in this way provides an effective way for marketing courses and a backup source of information for enrolled students. The Senate recommends that faculty who post syllabi include course objective, content, methodology, and required materials information and exclude time-sensitive materials such as schedules and timelines. Faculty who wish to exclude grading information should feel free to do so.

- **Senator Trout** had concerns that it might be more appropriate to actually include time sensitive material in the online syllabus. Some faculty might feel that the elements the committee has suggested might infringe on intellectual property rights.

Senator Patrick commented that many students feel the syllabus is looked at as a "legal" document. How do the faculty deal with this mindset when putting syllabi online? It was suggested that each instructor place a disclaimer on the syllabi.

Provost Gould commented on how the online syllabus is working with the Virtual College. He did comment that from the University perspective there are no concerns about intellectual property rights.

Senator Buffington suggested that some general statement as to the general purpose of the intent of the online syllabus be created.

There were concerns about the statement "faculty are encouraged". What are the repercussions to not putting a syllabus online?

1 nay, 1 abstention, the motion passed.

- **Resolution 103_010:** Regular evaluations are important for strengthening the individual and the university as a whole and should be performed at all levels of university employment. The purpose of the evaluations should be well-defined in advance and the uses and distribution of the resulting data should be delineated clearly.

- **Senator Britten** pointed out that there is not a call for action in this resolution. **President Heinrichs** pointed out that this resolution calls for a **regular** evaluation.

- **Senator Trout** asked what the follow up to the resolution would be? **President Heinrichs** said that any future motion would already have the support/opinion of the Faculty Senate because of this resolution. **Senator Siegrist** mentioned that during the discussion of this resolution in committee, the committee felt that it might be better to first have the consensus, then move on from that point.

- **Provost Gould** said that this resolution was a statement of principle and is something that is of value.

- If we are going to have evaluations, it should be mutually agreed upon by all constituencies, and be fair and equal, not targeting a specific individual.

- The resolution was amended by **Senator Jordan** to read "Evaluation tools and techniques should be impartial and reflect the responsibilities of that individual." It was seconded by **Senator Buffington**. The amendment was approved unanimously.

- The amended resolution passed unanimously.

3d. By-Laws and Standing Rules: **Neal Patrick**

Senator Patrick stated the committee would be taking up the topic of Senator non-performance.

3e. External Affairs and Faculty Salaries: **Steve Trout**

Senator Trout is waiting for the current vote so the committee knows what direction they should take.

3f. Ad hoc Teaching Evaluation Committee: **Carol Patrick**

Discussed the purposes of teaching evaluations. The committee has a draft, and as soon as it is approved by the committee, it will be brought before the Faculty Senate.

3g. Ad hoc Virtual College Governance Framework Committee: **Ray Johnson**

A meeting is scheduled to finalize a report for the Faculty Senate

3h. Ad hoc Good Teaching Practices Committee: **Sondra Schwetman**

Received charge from President Heinrichs to come up with a document of what good teaching practices are at Fort Hays State University.

3i. Executive Committee: **John Heinrichs**

See previous reports from earlier in the meeting.

4. Reports From Liaisons

4a. Classified Senate: **Tom Martin**

Bruce Shubert gave an update on the status of the budget.

4b. Student Government: **Robert Howell**

No report

4c. General Education: **Martha Holmes**

No meeting in December due to budget issues that the dean was working on.

4d. Instructional Technology Policy Advisory Committee: **Gavin Buffington**

No report

4e. Virtual College Advisory Committee: **Glen McNeil**

Senator McNeil was not present

4f. Library Committee: **Douglas Drabkin**

Senator Rice is taking over for Senator Drabkin while he is on sabbatical. No meeting since the last Faculty Senate meeting.

4g. Faculty and Staff Development Committee: **Chris Crawford**

No report

4h. Report from AAUP liaison: **Douglas Drabkin**

No report

4i. Institutional Effectiveness Committee: **Vacant**

No report

4j. AQIP: **Robert Scott**

Senator Crawford stated there was not meeting since last Faculty Senate meeting, but one is scheduled.

4k. Graduate Council: **Steve Trout**

Steve Trout stated there was not meeting since last Faculty Senate meeting, but one is scheduled.

4l. International Programming Team: **Neal Patrick**

5. Old Business

6. New Business

7. Adjournment of Regular Faculty Senate Meeting

Senator Buffington moved, **Senator Siegrist** seconded, the motion was approved unanimously.