

12-4-2023

## Fort Hays State University Faculty Senate Minutes, December 4, 2023

FHSU Faculty Senate

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**Faculty Senate Minutes**  
**December 4, 2023 | 3:30 p.m. - 5:00 p.m.**  
**Albertson Hall, Rm 169**

[Shared Faculty Senate Google Folder](#)  
[Faculty Senate Bylaws](#)

- I. Call to Order
- II. Attendance
- III. Approval of [Agenda](#) Motion by Lori Kniffin, seconded by Seth Kastle
- IV. Approval of [November 7, 2023, Minutes](#) Motion by Ginger Loggins, seconded by Lisa Brening
- V. Announcements and Informational Items
  - A. Guest Announcements
    1. Provost Jill Arensdorf
      - a. University Strategic Plan Survey - Tomorrow (12/05/23), everyone will receive a third and final invitation from the Docking Institute regarding the University Strategic Plan. Please encourage your departments to fill it out, as the survey will close by the end of the Fall 2023 semester. Additionally, in the spring, the plan will be to host a town hall forum and discuss suggestions for the 3-year University Strategic Plan.
      - b. FHSU Program Review - Currently, there are not a lot of changes/updates for the Senate. At this time, Jill has met with all Program Coordinators, Deans, Chairs, and those groups on the list for review. She is now directly meeting with faculty from those areas at the request of the Chairs and/or Deans.
      - c. Development of Middle Managers and Leaders in Spring 2024 - In the spring semester, individuals in middle management at the University can participate in Leadership Training through the Kansas Leadership Center (KLC). Senior Leadership has already had this opportunity, and in the future, the plan is to have this available for faculty as well.
      - d. KBOR and HLC approved the Criminalistics Program in November. Changes to the initial proposal had to be made after the Faculty Senate approved it based on the KBOR review. The updated proposal is located in the November [KBOR agenda/minutes](#).

Senate Questions for Provost Arensdorf:

Can you define “middle management” regarding KLC Training? Middle management would be those people such as Chairs and Program Directors.

2. SGA President, Ms. Ella Burrows
    - a. Spring Elections for SGA - President Burrows announced that the 2024 spring elections will include a new graduate student seat. Please encourage graduate students to consider taking on the new leadership role.
  3. Staff Senate Rep., Mr. Brett Gerber No report
  4. AAUP Rep, Dr. Janett Naylor-Tincknell (Shared following via email)
    - a. AAUP Listening Sessions - Data collection through a poll and listening sessions have ended. Themes will be generated and shared next semester.
    - b. End of Year Gathering - Our final meeting is on Dec. 12th at 3:30 at Gella's in the back room. Please join us for appetizers and beverages.
- B. Report of Faculty Senate President, Dr. Elodie Jones
1. Council of Faculty Senate Presidents - The group is working on the [KBOR Faculty Member of the Year Award \(#9\)](#) as charged by KBOR. The request is for each institution's faculty senate to create criteria (based on teaching, research, and service) and nominate two faculty members from every KBOR institution - one tenured faculty member and one tenure-track faculty member. The criteria and two names must be submitted to the KBOR Board by their August retreat date; thus, it must be submitted in July. *This is supposed to be an award for faculty by the faculty.* Please read over the charge from KBOR and note that it will take everyone to work together to create a clear and equitable process.  
 Additionally, Elodie did not want the process to turn into a mini Tenure and Promo Process as she realized that faculty are very busy. She shared with the Executive Committee that we should consider the use of language from the MOA as the basis for selection to avoid recreating the wheel. She welcomes suggestions from all faculty (e.g., materials to attach, equitable review ideas, etc.) as the Executive Committee begins by creating a submission tool in Google Forms and then will ask for a separate Standing Committee to edit, oversee the tool, gain feedback, gain KBOR approval regarding criteria, receive nominations, hold a Senate vote, forward names, etc.
  2. KBOR - Emporia State, November 15, 2023
    - a. FHSU Affiliation Presentation - President Mason, President Schears, and President Burks presented to the Board regarding the Alignment Policy/Governance Document of Fort Hays State University (FHSU), North Central Kansas Technical College (NCK Tech), and Northwest Kansas Technical College (Northwest Tech). A project manager was hired to help facilitate processes as the three institutions work together.
    - b. Hiring of VP for Academic Affairs, KBOR Staff—Elodie will represent the Council of Faculty Senate Presidents in this process and update the Senate as the process unfolds (Update: Interviews will take place in Topeka on Dec. 18-19, 2023).
  3. Cabinet Highlights (November 22, 2023)

- a. Strategic Plan Survey/Townhall/Feedback - Elodie asked, as a follow-up to Jill's Statements, that faculty take a few minutes to share their feedback regarding the next Strategic Plan Survey. The process takes less than 10-15 minutes and is helpful feedback for the Docking Institute. There will be a chance to participate in a forum(s) in Spring 2024, and faculty should strive to be involved.
  - b. FHSU House/Board - Due to rising costs, a 3.5% increase in housing and board at FHSU has been *proposed* for the next fiscal year. All KBOR institutions shared their data and projections at the November KBOR meeting. FHSU will still be the second lowest cost. KBOR will make the decision at the December 13, 2023 meeting.
4. President's Roundtable (December 1, 2023)
- a. Move to Market - President Mason expressed the need for additional education (via HR) regarding the Move to Market to be shared with FHSU with specific examples to create additional clarity in the process. The November Cabinet Notes (linked below) outline the Move to Market timeline. You are encouraged to contact Shannon Lindsey and the team if you have questions.
5. Other
- a. [Staff Award Nominations](#) (due Friday, Dec. 8) - Please participate by reviewing the call (email and infographic) and nominating deserving FHSU Staff. A form drives the process and is quick/easy.
  - b. Course Approval Meeting (Nov. 16) - Elodie shared her lack of fully understanding of the course approval process, in addition to all the various checklists used over the year, the heavy lift for standing committees, and all the email and communication (s) that transpire for each course approval. She feels it needs to be cleaned up and made accessible and transparent to all faculty to encourage course development (by both Faculty Senate and Grad Council). The course approval process needs to be front-loaded and in the hands of faculty, which she feels can happen with support, education, and training. She scheduled a meeting with Angela Pool-Funai, Keith Bremer, Shane Schartz, Ginger Loggins, Kim Chappell, and Anita Walters. The meeting was first to understand what prior groups had discovered, discussed, and proposed regarding the course approval process at FHSU. Kim Chappell and Angela Pool-Funai have previously (2022-2023) reported to the Senate regarding course approvals and shared that the process could be improved, plus they proposed a new process. That process was reported again to the Senate in the November 2023 meeting, and Senators had questions about the process.  
The group decided that one area they could work on is the checklist for course approvals and host a session during the January 10, 2024, PD Day to share the checklist/answer questions. The current Senate Checklist is a version of the Grad. Council's Checklist should not be a heavy lift for respective Chairs, Ginger Loggins & Kim Chappell. The group thought that one shared tool was the first step to shoring up confusion for faculty.

- c. January Professional Development on Course Approval Checklist - As noted above, Kim Chappell (Grad Council) and Ginger Loggins (Chair of Academic Affairs) will work together to create a course approval checklist and *hopefully* hold a session at Professional Development Day on January 10. Processes must be transparent if we want faculty wanting to submit new courses.
- d. Commencement - Elodie reminded everyone that the University Commencement will be on Friday, December 15th.

Questions from a Senator to President Jones:

What is currently happening with the KACE System and the Course Approval Process? After the November 16 joint meeting discussed above, the group decided that the first item of order, which is low-hanging fruit, is to shore up one checklist for faculty regarding course approvals. It is confusing that we use different tools by two bodies for one process. Beyond that, no decisions have been made, and the proposed PD is not about a larger course approval process but just the course approval checklist and how to navigate the current process from the chair of both standing committees (Senate and Grad Council). I will also be in attendance to support and hear from faculty. Brad Will, Gen Ed., will also be consulted regarding the checklist.

- C. Cabinet - November 22, 2023 ([.pdf link](#)) - Move to Market is outlined again
  - 1. PC users <\\ad.fhsu.edu\fhsudata\UniversityDocs\Cabinet>
  - 2. Mac users <smb://ad.fhsu.edu/fhsudata/UniversityDocs/Cabinet>

## VI. [Standing Committees](#)

### A. Academic Affairs - *Ginger Loggins*

- 1. We have 8 classes for approval at our meeting next week. If you have any courses between now and the next Senate Meeting, they will likely be moved to the February meeting.
- 2. We are working through Program Approvals and missed alerts from Sharepoint with Dr. Angela Pool-Funai and Dr. Brad Will.

### B. Strategic Planning and Improvements - *Vinod Srivastava*

- 1. Bylaws and Standing Rules - The group is working on edits and input. At this point, very few comments have been received, and they are still accepting input.
- 2. Representation - The Committee is gaining information to understand faculty members accurately based on the reorganization of the College of Arts, Humanities, and Social Sciences (CoAHSS) to ensure accurate representation after the reorganization. They plan to gain an official list from Kristi Mills in Institutional Effectiveness and will either send or visit with Chairs to have better acknowledgments of the faculty numbers for each unit so that we can determine appropriate representation within FS. Looking through the bylaws state that there should be 1 senator for every

10 faculty members, which is common per other KBOR institutional bylaws.

- C. Partnerships and Technology - *Christianna Pruden*  
No report
- D. Student Affairs - *Lori Kniffin*
1. Campus Safety Update - Morgan Steele, Senator, and Student Affairs Standing Committee member, reported that he and UPD Chief Pierce will provide active shooter response training based on *Avoid, Deny, Defend*, and first aid training for Professional Development Day on January 10, 2024.
- E. University Affairs - *Christopher Olds*
1. Remote Faculty Work Policy - Chair Olds reported that there was an update from the committee on data gathered by Shannon Lindsey, Human Resources, about information available in Workday on the number of full-time tenured or tenure track out-of-state faculty, which resulted in the following information: 11 NTT out-of-state, 6 tenure-track out-of-state, and 2 tenured out-of-state. A challenge with verifying information is that some faculty may have a primary address listed in Kansas yet actually live and work a significant portion of the academic year out-of-state. Also, the annual statement of responsibilities (ASR) may not designate the faculty as having a remote arrangement. After the UA Committee's most recent meeting on November 16, the committee learned that there have been departments in the past that have attempted to construct their own unique remote work policies. With the possibility that multiple departments craft their remote work policies using their own definitions of what constitutes remote faculty, the Committee is discussing whether it is worthwhile to suggest in a resolution that there is an institutional definition of "remote work" like those developed at other KBOR institutions. A common definition might create a potential path for a process where departments or programs can construct their remote faculty policies based on their specific needs while still using a common definition of "remote work." Deans, the Provost, and Human Resources could review the departmental or program policies for approval. Lastly, the UA Committee has learned that several faculty members have filled out the FHSU Staff Workflex Policy forms, which are only for staff, not faculty. This is a possible indication of some faculty's desire to work remotely. The committee will continue its work.
- VII. Consent Agenda - Motion by Christopher Olds, Seconded by Vinod Srivastava - Motion PASSED. It was noted by Ginger Loggins that all materials are in the linked folder and that there may be subfolders with additional information for course approval.
- A. Courses and Programs to Be Considered ([Available here](#))-

1. HIST 376: History of Sexuality in America
  2. INF 353: Cloud Computing Fundamentals
  3. INF 410: Virtualization Concepts
- VIII. Unfinished Business - Elodie thanked Senator Pelgy Vaz, who has filled in for Senator Kate McGonigal in the fall 2023 semester. Kate will return from sabbatical for next semester. Senator Christa Bieker is leaving FS to fill the Chair of Allied Health position, and Senator Tara Rohn will fulfill her remaining semester (Spring 2024) in the Senate. Elodie thanked all faculty senators for their support and commitment to the Senate as we keep things moving forward and work together.
- IX. New Business
- X. Adjournment of the regular meeting was moved by Brittney Howell and seconded by Eric Deyo.
- XI. Next regular meeting - **January 23, 2024, at 3:30 PM in the Black & Gold Room (Union)**