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Fort Hays State University Faculty Senate Minutes, February 5, 2024

FHSU Faculty Senate

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FORT HAYS STATE UNIVERSITY

FACULTY SENATE

Faculty Senate Agenda

February 5, 2024 | 3:30 p.m. - 5:00 p.m.
Albertson Hall, Room 169

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

- I. Call to Order
- II. Attendance
- III. Approval of [Agenda Moved by Ken Windholz](#), seconded by Lisa Brening
- IV. Approval of [January 23, 2024 Minutes](#) Moved by Carol Patrick, seconded by Seth Kastle
- V. Announcements and Informational Items

A. Guest Announcements

1. Provost Jill Arensdorf

- a) The Provost reported on the impending Strategic Planning Town Hall. An email was sent out on January 29, 2024, stating that on February 26, 2024, at 1:00 PM in the Black and Gold Room, information will be shared from the results collected by the Docking Institute survey that was sent out last fall. Then, at 2:00, participants can attend three breakout sessions designed around the goal themes for the next strategic plan. Dr. Mason will unveil the new University Strategic plan in the fall 2024.

All are encouraged to attend, even if only one session can be attended.

Later in the semester, an online session will be held, particularly for those interested but unable to attend on campus.

As indicated in an email sent out by Dr. Mason last week via campus email, the Forsyth Library renovation project is going forward.

The university is entering into a new contract with Straightliner; information will be emailed to the entire university community on February 6, 2024.

The question was asked: Where can faculty access the results collected by the Docking Institute Strategic Plan Survey? Jill stated that the survey results were linked to the January 29, 2024, email invite. (The survey results have now been added to the 2023-2024 Senate files under [Shared University Docs](#)).

The question was asked: Is there a fixed deadline for the full, mandatory shift to BB Ultra? Andrew Feldstein reported that the target is fall 2025; however, that date is based on many different factors and plans being developed. This date has not been shared with the university community yet because it is simply a target date at this time.

2. SGA President, Ella Burrows

The SGA Allocations deadline is Friday, February 9, 2024. If you have a student organization or work with students regarding funding, please pass the deadline information along.

3. Staff Senate Rep, Brett Gerber

Brett reported the following information regarding the differences in USS and UPS Staff at FHSU at the request of Staff Senate President Nicole Frank:

Unclassified Support Staff (USS)/Unclassified Professional Staff (UPS) Comparison

Vacant University Support Staff (USS) positions not covered by labor unions are being converted to Unclassified Professional Staff (UPS) positions at the time of recruitment. Converting to one employee classification is administratively more efficient when managing employees. Additionally, there is less confusion among employees concerning matters of employee policies and procedures.

Current USS who are not covered by a labor union can voluntarily move to UPS. [USS to UPS Conversion Agreement Form](#) must be submitted to the Human Resource office to begin the conversion process.

What are the benefit differences between USS and UPS positions?

- Mandatory retirement plans

How does the granting of annual salary increases differ?

If funds are available, UPS annual salary increases have been traditionally merit-based. Within the amount allocated by the University, deans or directors recommend individual merit increases through budgetary channels.

If funds are available, USS increases are a combination of across-the-board and merit

increases. Increases are based on a performance rating of "meets expectations" or higher. From the available salary pool, 2/3 of the amount is granted as a salary increase to staff with a current performance rating of "meets expectations" or above. The remaining 1/3 of the available pool is granted by departments based on merit principles for employees who exceed expectations.

What are the differences between appeal avenues for disciplinary actions?

USS who are not serving on a probationary period may appeal suspensions, demotions, or dismissals to the University's Disciplinary Action Hearing Board.

UPS may appeal a disciplinary action in accordance with the provisions of the Conflict Resolution and Grievance Procedures as outlined in the Faculty and Unclassified Professional Handbook.

4. AAUP Rep, Janett Naylor-Tincknell
- B. Report of Faculty Senate President, *Elodie Jones*
 1. KBOR
 - a) VP AA Hiring Committee–The committee held eight interviews last Wed/Thurs, hoping to proceed with the in-person interview process in Topeka soon.
 - b) Faculty Member of the Year Award–Brooke Moore (chair) and the Partnerships and Technology committee have been working on award criteria to submit to KBOR. The process will be a bit of a pilot, but per the award call, the criteria can be altered each year to fit the needs of each institution. At this point, the Council of Faculty Senate Presidents have worked diligently to create one set of criteria that fit all six institutions with the caveat that the FHSU Senate committee can add criteria to fit the needs of FHSU. There will be representation on the committee from all colleges and the library.
 2. Cabinet Highlights
 - a) Library Update–Reiterating Provost Arensdorf’s previous comments on the project moving forward. This is a testament to our Foundation, philanthropy, and relationships.
 - b) Early Tiger Alert–Faculty are asked to email a report with student concerns to Kathleen Cook. EAB Navigate will launch in the fall of 2024 and house the Early Tiger Alert system. Check for more information in the January 24, 2024, Cabinet notes (linked below) where Kathleen reports in addition to a new Parent/guardian portal.
 - c) Ice/snow accident info–Questions have been asked at large regarding “What happens if I slip and fall on the ice/snow on campus?” All information is provided in the January 24 Cabinet Notes below (Pg. 5).
- C. Cabinet - [January 24, 2024](#) (.pdf link)

1. PC users <\\ad.fhsu.edu\fhdata\UniversityDocs\Cabinet>
2. Mac users <smb://ad.fhsu.edu/fhdata/UniversityDocs/Cabinet>

VI. [Standing Committees](#)

A. Academic Affairs, *Chair Ginger Loggins*

1. Course Approval [Toolkit](#)

The Ginger Loggins, AA Chair, Kim Chappell, Graduate Council Chair, and the committee are moving forward with development so faculty can go to the links/tabs for support. The Curriculum Toolkit is now the place to visit for course or program approvals. Whether you are moving forward with something new or need a minor or major change. Grad Council has utilized the tool and is gaining feedback from faculty to make changes/improvements in the process/forms.

- a) Tiger Daily ads - We hope to have it on the Provost's website, but it was in the Tiger Daily on January 29, 2024, and will be run once a week for the next two weeks.
- b) Significant and minor course change forms were added - More information is available on how to submit and what defines a significant or minor course change. The support tools also address minors. Provost Arensdorf added that Minors added to a current program go through FHSU for approval, but proposed Minors not part of a current program must go through KBOR.
- c) In addition to the forms, there are templates to help with program proposals, a FAQ, and a syllabi template to help with course proposals.

B. Strategic Planning and Improvements, *Chair Vinod Srivastava*

C. Partnerships and Technology, *Chair Brooke Moore*

1. KBOR Faculty Member of the Year:

The committee is in a holding pattern and is planning for a quick turnaround for this project! Be thinking about colleagues you could nominate based on the award call stating "excellence and commitment to the institution's mission." You will be able to nominate one tenure-track and one tenured faculty as a faculty senator per the current criteria. More information will follow, and the committee will have more details to report at the March Senate meeting.

D. Student Affairs, *Chair Lori Kniffin*

E. University Affairs, *Chair Christopher Olds*

1. Remote Faculty/Survey

Last week, the committee met and had majority votes for a resolution concerning remote faculty where 4/7 committee members were present, and all committee members could vote/weigh in regardless of their attendance. The overarching outcome of the draft resolution is to create a

common definition of faculty remote work that can be added to the MOA. Again, the resolution is for a common definition, not a common policy that departments could work from. The proposed resolution would be a recommendation from this body.

Elodie will send out an email with a survey for senators to fill out on behalf of their department. Each senator is urged to work with their departments and share senate information and conversations.

One senator commented that the AAUP Listen Sessions from Fall 2023 resulted in remote faculty as a theme. Elodie expressed that we wanted to work together to support AAUP and shared governance and their efforts should faculty in this body find the topic important. Before the UA committee moves forward, the impending survey is to understand what faculty want, what they think, etc. Senators were asked to take the document and survey to your departments and discuss, fill out the survey, and submit it so the committee can understand the wants/needs of all faculty in this area. There is no rush on the process. It was added that maybe the idea of remote faculty isn't interesting to anyone, and that's okay, but the survey can hopefully provide input and guidance moving forward.

VII. Unfinished Business

VIII. New Business

- A. Ella Burrows (SGA President) with Lori Kniffin (Student Affairs Committee Chair) on Career-related Absences (Link to slides; [Link to Proposed Resolution](#))

The proposed resolution is essentially a first read, and then the body will vote at the March Senate meeting. SGA President Burrows framed the goals of her state SGA Readiness and Engagement Committee and the importance of supporting student needs in career readiness, such as interviews and future career-related activities. Chair Kniffin noted questions from senators. She will edit the proposed resolution and ask Senators to visit with their departments before the March meeting.

Immediate comments, concerns, etc., from Senators, were slight editing of how the document read regarding clarification (from to for), defining or providing examples of "career-related absences," and how this change in the handbook might apply to online students.

IX. Adjournment of the regular meeting **Moved by Christopher Olds, Vinod Srivastava seconded**

X. Next regular meeting - **Tuesday, March 5, 2024, at 3:30 PM in the Ballroom, Memorial Union**