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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Bob Lowen, Secretary,
Faculty Senate
RE: Faculty Senate Meeting Minutes
DATE: October 15, 1974

Minutes of the meeting of Faculty Senate, Tuesday, October 15, 1974, 3:30 p.m.,
Smoky Hill Room of the Memorial Union.

I. Roll Call

Members Absent: Mr. Marc Campbell, Dr. Stephen Tramel, Dr. Charles Votaw.

Also Present: Dr. Allan J. Busch for Mr. Schmeller, Mr. Paul Phillips for
Dr. Zakrzewski, Mike Schardein, Barb Broeckelman.

II. Minutes of the Previous Meeting

The minutes of the previous regular meeting were approved.

III. Announcements

Dr. Drinan announced that the confusion over our enrollment figures had been cleared up. Two different benchmark statistics were used: (1) comparison of this year's enrollment with fall enrollment 1973, and (2) comparison of this year's enrollment with our projected figure for 1974. We are up in enrollment compared to projected figure but slightly down over last year's fall enrollment.

Dr. Drinan announced that the administration at FHS has begun a major push for equity in state funding of the state colleges. President Gustad, Dr. Tomanek, and Mr. Pflughoft have met with Regents to tell them of the most glaring inequities in funding. They are pointing out that the student-faculty ratio at FHS is 22 to 1, whereas at Pittsburg it is 20 to 1 and at Emporia, 21 to 1. Faculty salaries at FHS are significantly lower also. For FY 1975, average salary at FHS is \$15,204 whereas at Emporia, it is \$17,260 and at Pittsburg, \$16,335. General use fund per FTE student is also significantly lower here. FHS is \$1,353; Pittsburg, \$1,613; and Emporia, \$1,558. Our administration is hoping that these inequities will begin to be resolved in FY 1976. One statistic that the administration had gathered but which it is not using is the ratio of administrators to faculty at the three state colleges. At FHS, there is one for 7.0 faculty whereas at Pittsburg the ratio is 1 to 7.6 and at Emporia, 1 to 9.4. Dr. Drinan said that the administration here explains the difference in this category by virtue of status of department chairmen at FHS.

Dr. Drinan handed out statistics on fall enrollments, FTE students and headcount, and a comparison of hours attempted and dollars generated. Dr. Drinan drew attention to the Fall, 1974, figures on FTE compared with

headcount. Although headcount was up 7.2 per cent among freshmen, there was only an increase of 2.0 per cent in FTE. That same pattern occurs through the other classes. Dr. Drinan indicated that the College Affairs Committee may wish to study the implications of the new fee structure.

Dr. Drinan announced that the Junior College transfer agreement would be up for final determination in December at COCAO (Council of Chief Academic Officers). Our Senate should have recommendations for Dr. Tomanek in our November meeting. There is a lot of pressure building up for us to accept. The other five institutions basically have accepted. There is also the threat that the 1202 Commission may react unfavorably unless the Regents' system and the Junior College system begin to standardize and cooperate.

Dr. Drinan noted that COD (Council of Deans) was examining closely the developments in continuing education. The Garden City and Colby Centers could be coming under our jurisdiction if we are properly funded. KU is making a big push in the area of continuing education and there appears to be a possibility of FHS getting caught in a KU-KSU struggle.

Dr. Drinan said that COD and COCAO were making inquiries into KU's acquisition of a new computer without gaining the approval of COCAO and COP (Council of Presidents).

Dr. Drinan said that the Faculty Activity Analysis was being collected and discussions of how to use the data from it were ongoing. Dr. Drinan suggested faculty input on what the administration could do with the FAA.

Dr. Drinan said that a new undergraduate study report was to be undertaken and faculty input would be desired.

Dr. Drinan noted that COCAO and COD were becoming interested in the activity of out-of-state educational institutions in Kansas. Likewise, there is interest in better regulating course offerings by Regents' institutions in the same geographic area.

Dr. Drinan said there was growing interest in examining the growth of non-traditional credit. Contrary to previous information, the state system does not have uniform policies on CLEP yet established. Dr. Drinan asked if anyone would be interested in attending a consortium meeting Oct. 18-19 on non-traditional credit.

Dr. Drinan noted that many people were happy with the job institutional research has been doing lately.

Dr. Drinan said that he had met with Mr. Keating to discuss sick leave policy. It now appears that we will have to have a more formal policy by September, 1975. We will probably be developing a form in which faculty will affirm the number of months of employment together with an estimate of days missed. The burden of proof for defending the number of sick leave days a faculty member has would be on the individual faculty member rather than the institution.

Dr. Drinan announced that he would be attending a State College Coordinating Committee meeting in Topeka Thursday. Also, he and Miss Ellen Veed from College

Affairs would be attending a state college and university Senate Presidents' meeting in Emporia on Oct. 19. Items on that agenda include collective bargaining and the retirement report. Pittsburg will be voting Oct. 23 on a bargaining agent with the choices on the ballot being KHEA, AAUP, and no representation. Dr. Drinan said that it would be important that faculty bring questions concerning the retirement report to the attention of Miss Veed or Dr. Drinan prior to the Oct. 19 meeting.

Dr. Drinan said that a proposed budget for Faculty Senate has been approved. Copies of the budget were distributed to Senate members.

Dr. Drinan handed out guidelines for implementation of curriculum committee within Faculty Senate.

1. Clear publication to department chairpersons that the responsibility of the committee is to evaluate new course and program proposals. The responsibility of the committee does not cover renumbering, title changes, changes in prerequisites, number of hours or any other non-substantive changes in courses. Those changes should be communicated directly to the appropriate administrative officer, in this instance the Dean of Instruction.
2. Clear publication to department chairpersons that new course and program proposals should be sent directly to the chairperson of the curriculum committee, Dr. Richard Zakrzewski. Departments will be asked to demonstrate the need for the change in relationship to their curriculum. New courses will be accepted only within a context that suggests that proliferation of courses in a department is not occurring. The committee will communicate directly to the Vice President for Academic Affairs in an annual report their thinking concerning any problem areas of course proliferation. Furthermore, the committee in its annual report to the Vice President will comment on any danger areas where, in its opinion, the academic integrity of given courses is being seriously questioned.
3. Clear publication to department chairpersons that they are still expected to clear new course and program proposals with their respective deans prior to submission to the curriculum committee. Likewise, courses designed for General Education must be approved by the General Education committee prior to submission to the curriculum committee.
4. Clear publication to department chairpersons of deadlines for submitting new courses and programs to the committee. New courses typically must be submitted by December 1 in order that they may be approved for the coming academic year. New courses for spring semester must be submitted no later than April 1. New programs must be submitted at least 12 months prior to the academic year the program is to be implemented. The curriculum committee will submit a report to the Faculty Senate in November, December, and April each year of new programs and courses for Senate approval or disapproval.

Dr. Drinan said that he had discussed the curriculum committee extensively with Dr. Tomanek, Dean Garwood, and Jim Kellerman. It is important that the curriculum committee develop procedures that are clearly understood by department chairpersons. Dr. Drinan urged that Senate members bring the guidelines to the attention of their respective department chairmen. The curriculum committee will have responsibility for new courses and programs, not for technical changes in course offerings. In addition, it will have the authority to advise the Vice-President for Academic Affairs of any areas of questionable academic offerings. Dr. Drinan described a situation which occurred recently when a student dropped a course, received a full fee refund, and yet received a grade in the course at the end of the session. Dr. Drinan said that the Business Office and Registrar's Office had tightened their procedures on this but that faculty should be concerned with the challenge to academic integrity of examples such as these. Dr. Drinan said he had confidence that the curriculum committee and the Senate could develop procedures this year that were both firm and flexible. Faculty concern with curriculum is traditional and we must responsibly tackle the issue this year.

Dr. Witten questioned the time element of having to have new programs in so early.

Dr. Drinan said that to his knowledge it was because of deadlines to get the information to the printer and in book form and other scheduling problems.

Dr. Miller asked if there was any machinery for a crash or immediate new program implementation.

Dr. Drinan said there probably is a way that important, last-minute programs could be inserted.

Dr. Miller reiterated that he was talking about a well-intentioned new program or course and that he felt machinery of some sort should allow for last-minute implementation.

Dr. McCullick said common sense should allow for the implementation of a last-minute, well-intentioned new course or program.

Dr. Drinan said the problem could be solved. He is asking Dr. Zakrzewski and his group to look into this among their other plans and to present a program at the next Senate meeting.

Dr. Frerer questioned all the different committees which need to look into new course or program implementation.

Dr. Pruitt said he felt that Dec. 1 was very early for a fall schedule deadline.

Dr. McCullick noted that it took time to get it organized and printed.

Dr. Staven said pre-enrollment is forcing these earlier deadlines.

Dr. Drinan said January is too late to really finalize offerings.

Dr. Marshall said our schedules are consistently behind the other schools. Their schedules are out before ours.

Dr. Drinan said the Junior Colleges are also out early with schedules and that departments should work quickly in early autumn. He said the Senate needs to lead in this situation and help make it go.

Mrs. Rose Arnhold said there would be a meeting at 4:30 p.m., Oct. 16 in the Smoky Hill Room about supplemental and cancer-care insurance. All faculty are invited.

Dr. Drinan announced an Oct. 22 meeting about legal type insurance. All faculty are invited.

Dr. Drinan said the next Faculty Senate meeting would be at 3:30 p.m., Monday, Nov. 18, in the Smoky Hill Room of the Memorial Union.

IV. Reports from Standing Committees

A. Academic Affairs Committee

Dr. McCullick said his group is dealing with a bachelor of general studies program and is taking a look at the Junior College transfer agreement. His group will have reports to make at the next Faculty Senate meeting.

B. College Affairs Committee

Miss Veed said her group is working on the retirement document which all faculty will receive. She said her group will bring some recommendations to the next Senate meeting. She said an all-faculty meeting may be held before the next Faculty Senate meeting, at which time the retirement document would be discussed. She also noted that her group was discussing collective bargaining and administrative responsibility toward merit raises.

Dr. Robinson asked what the interpretation of 15 years of service was on the retirement document.

Miss Veed said that meant 15 years of service by age 65.

Dr. Robinson asked if the document was initiated by the Board of Regents.

Miss Veed said yes but it was done by Dr. Dennis Duell, a faculty member at Wichita State University. However, it was originally initiated by COP two years ago.

Dr. Drinan suggested that maybe Dr. Duell would come out and explain the document if asked.

C. By Laws Committee

Dr. Lew Miller said his group is working on the problem of a person being named Vice-Chairman elect of the Faculty Senate during his third year and thus not be a member of Senate when he would become Chairperson. His group will work up a proposal to alleviate this problem and bring to next meeting for approval.

Dr. Marshall said that if departments would elect another person to take place of elected chairperson that department could get a greater representation.

Dr. Miller said he felt that the person named to replace the elected chairperson would or could be an at-large representative.

Dr. Drinan said departmental representation is not perfect now.

Dr. Pruitt asked if the chairperson could vote to break ties.

Dr. Drinan said yes.

Dr. Miller asked for permission to work up the ammendment. There was no opposition.

Dr. Miller also said the name of the leader of Senate (now the Chairperson) be changed simply to the President. He said the change won't effect by-laws. He simply wanted approval of Senate to make the change. His group will make presentation at a later meeting of Senate.

D. Student Affairs Committee

Mrs. Littlejohn said Student Senate is discussing the possibility of hiring a lawyer to represent students. The proposed cost is \$4,000 a year and the students would be charged 50 cents per semester.

Dr. Frerer asked why students would need a lawyer.

Dr. Adams said for class action suits and other legal problems.

Miss Broeckelman said Student Senate feels the students need a lawyer but further research and study is necessary before the plan is implemented.

Dr. Drinan said Dr. Don Slechta is now acting on students behalf from time to time.

Mike Schardein said some of the other schools are beginning to shy away from the lawyer idea. All schools are having problems but the FHS Student Senate wants to research the total program more thoroughly before entering into any agreements.

V. Reports of Ad Hoc Committees

There were no reports of Ad Hoc Committees.

VI. Unfinished Business

Dr. Drinan said that a push was going on to develop A.A. and A.S. programs this year. There is a possibility that if we do not gain approval this year it may be much more difficult in the future. The Academic Affairs Committee may be taking a look into the two-year programs in the very near future.

VII. New Business

There was no new business to report.

A motion was made for adjournment.

The meeting adjourned at 4:20 p.m.

SEE ATTACHED BOARD OF REGENTS NEW POLICY ON FACULTY CONSULTANTS.