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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Vera Thomas, Secretary
Faculty Senate
RE: Faculty Senate Meeting
Minutes
DATE: November 11, 1975

Minutes of the meeting of Faculty Senate, Tuesday, November 11, 1975, 3:30 p.m.,
Santa Fe Room, Memorial Union.

I. Roll Call and Approval of Minutes

Members Absent: Mr. Isaac Catt, Dr. Wallace Harris, Ms. Joanne Harwick,
Mr. Donald Jacobs, Ms. Orvene Johnson, Ms. Jane Littlejohn,
Mr. Dale Peier, Dr. Richard Zakrzewski.

Also Present: Dr. John Garwood, Dr. Elinor Lounsberry, Emily McGaffin,
Irv Emig, Dr. Forrest Price for Mr. Peier.

The minutes of the October 6 meeting were approved.

II Announcements by Senate President

- A. Collective Bargaining - PERB ruled in favor of the Regents in the "unfair labor practices" case brought against them by the bargaining unit at Pittsburg. It was assumed earlier that regardless of the outcome of that case, the matter would go to court. Apparently, the union will proceed that way. If no agreement is arrived at before July 1, 1976, the money allotted for faculty salary increases will revert to the general fund. The administrators and individuals not in the bargaining unit have received a 10 percent wage hike this year, while the faculty members who are in the unit are currently receiving last year's rate of compensation.
- B. Liability Insurance - TFA Plan is used at KSU. A copy of their proposal has been submitted to the College Affairs Committee for their review and consideration.
- C. The Student Affairs Committee has received a copy of Senate Bill 355, which authorizes scholarships to residents of Kansas who qualify for admission to accredited medical schools. There are up to 12 such scholarships available in annual installments up to \$6,000. In addition, not more than four scholarships can be awarded in any one calendar year to persons admitted to or enrolled in colleges of osteopathic medicine.
- D. Dr. Tomanek would like to see all curriculum changes implemented by any department at Fort Hays State communicated to the respective community college departments and counselors. He has also urged the various academic departments to try to develop courses which utilize the skills and expertise of community-based resource persons.
- E. Enrollment is up on the Regents' campuses. This should mean an additional \$4,000,000 to fill the new positions. There is a feeling that we should push for the proposed 10 percent salary increase and not pressure to fill the new staff positions. At last month's State College Coordinating Committee meeting, it was pointed out that Governor Bennett visited KU

on October 1 and spoke in favor of the Regents' salary increase recommendations. However, he was not inclined to favor funding new staff positions. The enrollment increases over the estimates for the Regents' institutions are: KU - 1,104; KSU - 1,076; WSU - 64; EKSC - 133, KSCP - 228, FHKSC - 27. There was much discussion about the methodology to be pursued as various campuses devise means to justify faculty additions. Mr. Bickford voiced a key phrase when he said, "Don't get too hung up on ratios."

- F. Sale of Beer on Campus - Sale of beer on campus is permitted as a result of a decision which was made by the Board of Regents at their October 17 meeting. Each campus has been asked to establish guidelines for the sale of beer. At the present time the food service is charged with the control of sales to simplify licensing requirements.
- G. Scheduling and Using Classrooms and College Facilities - We have been requested to report to Mrs. Farr in the Registrar's Office if we vacate a classroom during the course of a semester. This will enable us to make better utilization of our available space.

A copy of the guidelines for scheduling classrooms and college facilities has been prepared for your use. Please refer to this list if you need information relative to scheduling classes or arranging for the use of other college facilities.

- H. Student-Counselor-Principal Conference - Mr. Huffman, Chairman of the Planning Committee for the Student-Counselor-Principal Conference, has requested that classes be altered on Tuesday, December 9, 1975, to accommodate the 21st annual Student-Counselor-Principal Conference. The committee has also asked for authority to use the same time schedule which has been followed in the past. The Office of the Vice-President for Academic Affairs has a copy of the abbreviated class schedule which it is anticipated we will follow.
- I. Amalgamation of Academic Affairs Committee and Curriculum Committee - In recent months the Academic Affairs Committee and the Curriculum Committee have become increasingly concerned with the overlapping of their functions and responsibilities. I was requested to contact Dr. Tomanek concerning the possibility of combining the functions of these two committees under the Academic Affairs Committee of the Senate. This contact was made on October 30 and Dr. Tomanek responded on October 31 that he thought it would be an excellent idea to combine the two committees. Since that notification was received after the Senate Executive Committee met on October 31, it was not possible to include this item as a formal agenda item.
- J. Student Evaluations - The Student Senate had anticipated conducting an evaluation of the faculty on November 10 and 11. Due to some unforeseen problems, the committee decided to postpone the evaluation dates to December 9 and 10. In the interim they have invited the Faculty Senate President to choose three faculty members to participate on the evaluation committee in an advisory capacity. Dr. Don Bloss, Dr. John Watson, and Dr. Robert Adams have been selected to meet with the evaluation committee to provide technical assistance.

- K. Search Committee - October 18 was the deadline for receiving nominations for the office of President of the college, and November 1 was the final date on which the Campus Advisory Committee would accept resumes. Now that those dates are behind the committee, the screening process will begin in earnest. The nominees have recently been asked to submit their credentials to the Search Committee to provide further evidence of their capacity and ability to serve as the President of Fort Hays Kansas State College. It is anticipated that additional information concerning the backgrounds of the candidates will be sought before the screening process is completed. There has been no timetable adopted for the culmination of the functions of the Advisory Committee and final submission of a list of five possible candidates to the Board of Regents for their action.
- L. Dean Garwood, Acting Vice-President for Academic Affairs, has asked for permission to make a proposal to the Senate for floor action, and he will do that under new business today.

III. Reports from Standing Committees

- A. Academic Affairs. No report.
- B. College Affairs.

Dr. Frerer distributed to Senate members copies of proposals from his committee, and then moved that the following recommendations regarding the sick leave policy be approved by the Senate:

"In the case of extended illness (4 weeks or more) of a faculty member, a substitute teacher should be provided, if possible, or supplemental salary for instructors carrying excess teaching load to cover such courses should be arranged."

The motion was seconded by Dr. Robertson.

Dr. Staven expressed concern that funds for such purposes must come out of our salary budget. He questioned whether the legislature would introduce any funding for this purpose since they have given us a very generous sick-leave program.

Dr. Frerer said that his committee was concerned with situations where someone is absent for a whole semester and the colleagues must carry heavy loads. Formerly, this was a favor to the faculty member who was ill, but now he is on sick leave and those covering his classes are not helping him to draw his salary.

Dr. Drinan asked whether money withheld from the faculty budget for such purposes would be available for other accounts on campus.

Dr. Frerer said that we are only advising what ought to be done and that it is an administrative problem to find some way of funding it.

Dr. Drinan said that it is his understanding that operating costs can be shifted around but that faculty salaries cannot be.

Mr. Rupp commented that if someone who has been on the faculty for only one or two years is off ten or twenty days, that person's salary is docked for every day beyond that; he suggested that perhaps that money could be used to compensate substitute teachers

Dr. Edwards remarked that 1 percent of salary increases is skimmed off the top to be used for promotions and equity adjustments, and questioned whether the motion shouldn't build in protection rather than leave the administration to determine where the money would come from.

Dr. Garwood said that if all positions are being used, there would be no position available for hiring a substitute teacher. Only if there were unused positions could a substitute teacher be hired.

Dr. Votaw said that one of his constituents strongly objects to covering for someone and getting no compensation when the person absent is charged with sick leave against his absence.

Dr. Miller expressed the opinion that when we cover a colleague's classes, we are not doing the colleague a favor but are doing the students a favor.

Dr. Marshall moved that the motion be amended by deleting the last period and adding "if this supplemental salary or substitute teacher can be funded without decreasing the faculty salary budget."

The motion was seconded by Dr. Drinan.

Dr. Edwards remarked that the amendment makes an "either-or" condition.

Dr. Drinan said that it forces our Senate leadership and the college to go to the state and make a claim for such an item separate from our faculty salary budget.

Dr. Staven remarked that somebody is going to take a look at the fact that there is no limit to accumulated sick leave.

Mr. Rupp said that we should also protect our junior faculty members who don't have sick leave accumulated.

Dr. Drinan said that it seems that it is the mandate of the sick leave policy that somehow we must come up with such funding, and that he didn't think we would jeopardize the whole sick leave policy by making such a request.

Mr. Rupp suggested that alternatives for such funding might be explored at the State College Coordinating Committee meeting on November 20.

Dr. Robertson moved that the following amendment be made to the amendment proposed by Dr. Marshall:

Add: "The Faculty Senate President and the administration are urged to request Regents' funding for part-time replacements beyond the regular salary budget."

The motion was seconded by Dr. Marshall. The motion carried.

The amendment proposed by Dr. Marshall was voted on. The motion carried.

Dr. Adams moved that "substitute teacher" be deleted from Dr. Frerer's proposal and that "faculty member" be substituted.

Mr. Ginther said that faculty includes administrators, and that using the word "teacher" pins down the provision of substitutes for classroom situations only.

Dr. Miller asked if Dr. Adams' proposed amendment precludes our hiring somebody from the community, or does it suggest that we must hire somebody who is already a faculty member.

Dr. Adams withdrew his motion.

The motion by Dr. Frerer, incorporating the two approved amendments as follows, was voted on:

"In the case of extended illness (4 weeks or more) of a faculty member, a substitute teacher should be provided, if possible, or supplemental salary for instructors carrying excess teaching load to cover such courses should be arranged, if this supplemental salary or substitute teacher can be funded without decreasing the faculty salary budget. The Faculty Senate President and the administration are urged to request Regents' funding for part-time replacements beyond the regular salary budget."

The motion carried.

Dr. Frerer proposed the following motion:

That part-time faculty members at Fort Hays Kansas State College become eligible for the fringe benefits regularly available to their full-time colleagues.

- A. That AAUP guidelines for appointment and re-appointment be followed whenever possible.
- B. That equal consideration be given in terms of salary advances.
- C. That eligibility for fringe benefits such as TIAA and CREF be available on the same basis as for full-time faculty.

The motion was seconded by Dr. Marshall.

Dr. Adams mentioned that part-time faculty are generally women and are the first to be cut off, and questioned whether their not being eligible for tenure is in keeping with affirmative action policy.

Mr. Rupp said that Kay Dey will check again on the article she was referring to when she said she thought affirmative action would require tenure for part-time faculty.

Dr. Frerer said that his committee had not considered part-time faculty necessarily women.

Dr. Adams moved that the motion be tabled until it is determined whether it is consistent with the law.

Mr. McNeil seconded the motion.

Dr. Robertson pointed out that the tenure problem can come up later--that this motion does not deal with tenure.

Dr. Adams withdrew his motion.

Dr. Drinan emphasized that the motion by Dr. Frerer in no way makes reference to tenure for part-time faculty.

The original motion by Dr. Frerer was voted on. The motion carried.

C. Student Affairs.

Dr. Adams handed out examples of advising handbooks now in use in several of the departments, and proposed the following resolution

"The Faculty Senate strongly recommends that each department compile a handbook for distribution to all undergraduate majors and interested persons. Such a handbook should provide detailed information regarding required courses both in and out of the department, suggested elective courses, and various other information which would aid the student in his major area. Further, such handbooks should follow a standard or near-standard format. Copies of each department's handbook should also be made available through the Registrar's Office."

The motion was seconded by Dr. Marshall.

Dr. Adams stated that the resolution is consistent with the student resolution of last spring.

Dr. Frerer moved that the following sentence be deleted from the proposed resolution:

"Further, such handbooks should follow a standard or near-standard format."

The motion was seconded by Dr. Staven. The motion carried.

The original proposal by Dr. Adams, with the deletion, was voted on. The motion carried.

D. By-Laws Committee.

Mr. Ginther presented the following proposed revision of ARTICLE III of the By-Laws:

Proposed Revision of Article III on Representation

ARTICLE III--Representation

Section 1. For the purpose of determining representation on the Faculty Senate, teaching faculty shall be defined as follows: Those who are members of the faculty on full-time appointment, excluding those in administrative positions who teach less than four-tenths time, shall constitute teaching faculty.

Section 2. All members of the teaching faculty shall have the right to vote for representatives to the Faculty Senate.

Section 3. a. Representation is determined by the following ratio: One representative for every ten members of a department, who are qualified as teaching faculty, or fraction thereof.

b. Any member of the teaching faculty shall be allowed to serve on the Senate.

c. Method of election. (No change)

Section 3. Terms of representatives becomes Section 4.

Section 4. Agenda and proposal section becomes Section 5.

The motion was seconded by Dr. Frerer.

Dr. Staven suggested that the four-tenths referred to in the proposed revision eliminates the department chairmen of the large departments while including the chairmen of the small departments.

Dr. Votaw said that in the figures he saw, Dr. Staven was listed as three-tenths and a much smaller department was also listed as three-tenths.

Dr. Staven said that when the College Affairs Committee was determining who would be included in a bargaining unit, that department chairmen were included, which seems to be inconsistent with the definition of teaching faculty in the proposed amendment.

Dr. Edwards suggested that "who teach less than four-tenths time" be struck from the proposed amendment and "higher than department chairmen" be inserted.

Dr. Frerer explained that the suggested terminology had been considered, but was discarded because there are faculty who do no teaching who are in administrative positions that are not higher than department chairmen.

Ms. Esta Lou Riley asked if the proposed definition of teaching faculty excludes the library faculty.

Mr. Ginther replied that the library faculty are included under the term "Full-time appointment."

Dr. Tramel questioned why Part d of Section 2 of Article III of the By-laws ("If possible, these representatives shall have at least the rank of assistant professor and shall have served at least three full years on the staff of the college.") had been eliminated in the proposed revision.

Mr. Rupp said that the reason for this was that it was felt that any faculty member who was deemed qualified by the department to serve on the Senate should be allowed to serve.

Ms. Krebs said that she thought a faculty member should be here at least a year before serving on the Senate.

Dr. Miller said that he had questioned the rationale of that item when the By-laws were drawn up, and that the explanation given him then was that in the olden days the Senate was a low-prestige organization and became a kind of dumping ground for departments whose senior members did not wish to serve, and he wondered if that might happen again if we eliminated the restrictions.

Dr. Adams suggested that perhaps the restrictions had served us well, but that we no longer need them.

Dr. Drinan remarked that he was concerned with the changes in representation that have taken place during the last couple of years have taken some people off the Senate, like department chairmen. He suggested that when you have only the departmental unit of representation, the department chairman doesn't want to put himself in the position of running against a department member.

Dr. Drinan moved that the proposed amendment be tabled for consideration until the next meeting. The motion was seconded by Dr. Staven. The motion carried.

IV. Old Business. None.

V. New Business.

Dr. Garwood introduced a proposal from the School of Nursing for a Three-level Sequence of Nursing Courses Leading to a Diploma in Practical Nursing, Associate of Science Degree in Nursing, and Bachelor of Science Degree in Nursing. Dr. Garwood explained that the proposal must reach COCOA by the December meeting or it will have to wait a year.

Dean Elinor Lounsberry explained the reorganization of the curriculum in the School of Nursing, which offers more options to students in pursuing career goals.

Mr. McNeil moved that the proposal be approved. The motion was seconded by Mr. Ginther.

Dr. Votaw asked if the students could take the competency examinations without the certificate.

Dean Lounsberry replied that the school must certify that a level of work has been completed.

Dr. Frerer said that if we are going to have the programs as described, it is desirable that we have a degree attached to the terminal programs.

Dr. Drinan mentioned that the Curriculum Committee had not seen the proposal, but that as explained to him by Dean Garwood, it isn't a new program, but simply a certifying of an existing sequence of courses that have been rearranged.

The motion to accept the proposal was voted on. The motion carried.

It was moved by Dr. Marshall and seconded by Mr. McNeil that the shortening of class periods on December 9 be approved.

Ms. Krebs suggested that the Student-Counselor-Principal Conference should be held earlier in the year to avoid shortening class periods so near the end of the semester.

The motion was voted on. The motion carried.

Mr. McNeil expressed the view that when a faculty member evaluates a student and signs his name to the evaluation and sends it to the Registrar's Office, he must be able to justify the evaluation; and that if students are going to evaluate the faculty, perhaps they should sign the sheet so that if it affects the faculty member's salary, then the student could be called in to justify the evaluation.

Dr. Frerer said that we were assured the last time such a student evaluation was done that it would not be used in any way by the administration to determine salaries, but that it was so used after the results were in. He suggested that perhaps the students should make it clear that they do not intend the evaluation to be used in such a manner.

Dr. Adams commented that what we do is public by nature and what the students do is private--that they have as much right to evaluate us as a TV critic, for example.

Dr. Votaw disagreed with the validity of Dr. Adams' statement on the grounds that the students are using public funds.

Mr. Rupp suggested that concerns about the evaluations be conveyed to the faculty representatives on the evaluation committee.

Mr. Ginther commented that the change in time for the evaluations to the last week of the semester makes it difficult to allow the class time for them to be administered.

Dr. Robertson suggested that the advisory committee give some consideration to partitioning courses, such as required courses versus elective courses, etc.

Mr. Rupp said that Dr. Bloss had discussed this with him and believes that such provisions can be established in the program.

Dr. Adams explained that the decision to change the date was due to the death in the family of a student who was chairman of the committee.

Mr. Rupp said that consideration of combining the Academic Affairs Committee with the Curriculum Committee will be postponed until the next meeting, and that in the meantime feedback from the committees can be obtained.

The meeting was adjourned at 4:50 p.m.

Note: The next meeting of the Faculty Senate will be on December 8 at 3:30 p.m. in the Santa Fe Room.

MR DANIEL KAUFFMAN