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Faculty Senate. 651.
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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Vera Thomas, Secretary
Faculty Senate
RE: Faculty Senate Meeting
Minutes
DATE: February 9, 1976

Minutes of the meeting of Faculty Senate, Monday, February 9, 1976, 3:30 p.m., Santa Fe Room, Memorial Union.

I. Roll Call and Approval of Minutes.

Members Absent: Mr. Robert Brown, Mr. Isaac Catt, Dr. Wallace Harris,
Ms. Joanne Harwick, Mr. Donald Jacobs, Dr. Arris Johnson,
Ms. Jane Littlejohn, Dr. Stanley Robertson, Dr. Lavier Staven,
Dr. Stephen Tramel.

Also Present: Ms. Emily Megaffin, Mr. Thaine Clark for Dr. Wallace Harris,
Dr. Forrest Price.

The minutes of the January 13 meeting were approved.

II. Announcements by Senate President.

A. Review of President's reactions to Faculty Senate recommendations.

1. GPA proposal for community college transfers - Dr. Tomanek expressed satisfaction with a proposal which emanated from the January Faculty Senate meeting, which recommended that the college should adopt a grade computation policy for community college transfer students which would count all college work taken in determining the student's GPA and would require a GPA of 2.00 or better in work completed at FHS.
2. References to sex in letters of recommendation submitted to the Placement Office - The President also accepted the proposal of the Student Affairs Committee which provided that references to the sex of a student may be made by a faculty member when he or she writes a letter of recommendation that is to be included in the student's file in the Placement Office.
3. Information on sick leave policy - The Senate President sought to determine if there is any conflict between the sick leave policy which was published in the new Faculty Handbook and the policy which was quoted at the December meeting of the State Colleges Coordinating Committee. It was pointed out by President Tomanek that this entire matter is being examined by a committee of the legislature.
4. Procedure for implementing college-wide policy changes - Several Senate members requested the Senate leadership to formalize a procedure for implementing policy changes on the campus, with a special emphasis given to communicating the response of the administration to recommendations originating in the Senate. President Tomanek indicated that he will visit with COD about this issue and that he will meet with the Faculty Senate President in the immediate future to explain the process which will be used in making policy changes.

B. Part-time Faculty Tenure.

It was erroneously reported in the minutes of the December 16 meeting of COD that the Senate seemed reluctant to accept tenure for part-time faculty members. This was merely the opinion of some members of the College Affairs Committee and did not represent the view of the Senate as a body. The Faculty Senate Executive Committee asked the Senate President to correct this error, and this was accomplished at the February 4 meeting of COD.

C. Faculty Liability Insurance.

President Tomanek has received a copy of a proposed liability insurance policy for faculty and staff members of the state colleges and universities. This plan will require at least 2500 subscribers from all of the schools before it is effective. This proposal is available today and it can be discussed under new business or referred to the College Affairs Committee for consideration at a future date. (Copies of the proposal were distributed to Senate members.)

D. Collective Bargaining Information.

Last fall the Senate leadership promised to keep the faculty informed about collective bargaining activities on the state college and university campuses. The Kansas State College at Pittsburg case was taken to court by KHEA after the Public Employee Relations Board ruled against the union in an unfair practices complaint. There has been no final ruling at this time.

PERB received three petitions for unit determination which were filed at KU. The first petition was filed by five members of the University of Kansas, Lawrence Campus, and requested inclusion of all Lawrence campus faculty with half time or greater appointments who carry titles of Professor, Associate Professor, Assistant Professor, Acting Assistant Professor, or Instructor. This petition was answered by separate requests by the Schools of Law and Engineering for separate units and by the University of Kansas Chapter of the AAUP and the administration of the University of Kansas. PERB ruled that the appropriate bargaining unit would approximate that proposed by the five faculty members. Further developments along the collective bargaining front will be monitored by the Senate leadership.

III. Reports from Standing Committees.

A. Academic Affairs Committee.

Dr. Zakrzewski moved that the following resolution be adopted:

"Be it resolved that the Faculty Senate recommends that Fort Hays Kansas State College adopt an Honor Roll which accords the honor to the upper ten per cent of the students in each of the undergraduate schools, who are enrolled in twelve credit hours or more, and that unclassified students be considered a separate school for purposes of assigning the Honor Roll."

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

Dr. Zakrzewski moved that the following resolution be adopted:

"Be it resolved that the Faculty Senate recommends that the Academic Long Range Planning Committee investigate the future role of Continuing Education Units within the Continuing Education Program and submit its proposals and recommendations to the Academic Affairs Committee of the Faculty Senate."

The motion was seconded by Mr. McNeil.

Dr. Votaw asked if there is any intent that other groups would be expected not to consider the Continuing Education Units.

Dr. Zakrzewski replied that there is no such intent, but that it was felt that for long-range considerations the Academic Long Range Planning Committee would be a more appropriate committee.

Dr. Adams asked if the proposal is contingent upon Dr. Garwood's approval. Dr. Zakrzewski replied that anything we recommend is contingent upon whoever has the final say.

Mr. Rupp mentioned that technically this recommendation would probably go to the President, then to the various Vice Presidents. He added that President Tomanek is apparently going to draw up some guidelines that we can follow in the chain of command so that we will know when a policy has been approved and will be implemented.

The motion was voted on. The motion carried.

Dr. Zakrzewski moved that the following resolution be adopted:

"Be it resolved that the Faculty Senate, calling attention to the purpose of the 'mini-course program' to attract non-regularly enrolled students to college credit offerings, and recognizing that departments can and do offer a variety of short-term and variable credit courses for regularly enrolled students, recommends that 'mini-courses' be included in the Continuing Education Program with a common number below 500, on a pass/no credit basis."

The motion was seconded by Dr. Drinan.

Dr. Frerer asked if mini-courses are now considered as a separate item and was told that they are. He observed that a number of students have expressed a desire to take mini-courses on a grade basis.

Dr. Zakrzewski explained (1) that the purpose here is to do away with the name "mini-courses"--that the original purpose of mini-courses was to attract non-campus people to these classes. This is still a viable concept, but the committee feels that this appropriately should take place in the Continuing Education Program; and (2) Departments have always had an opportunity to offer short-term courses. Many courses that were originally taught as mini-courses are now taught as short-term courses throughout the semester. If this proposal is approved, some of these courses could be offered at the discretion of the departments.

Mr. Ginther commented that a number of the mini-courses were not attracting off-campus students, but were filled with regularly enrolled students.

Dr. Zakrzewski noted that 87 percent of the students enrolled in mini-courses last semester were not off-campus people.

Dr. Drinan pointed out that by putting mini-courses under Continuing Education, more could be done in the way of attracting people to the campus because more is allowed in the way of advertising of Continuing Education; there are financial benefits to the college of offering such courses under Continuing Education; and Continuing Education courses may be taken by regularly enrolled students.

Dr. Frerer questioned whether we want to retain the pass/no credit requirement for these courses. Dr. Drinan replied that part of the difficulty is that 29 semester hours must be completed before courses may be taken pass/no credit, except for the physical education service courses, and that another problem is that non-regularly enrolled students are not as interested in taking the courses for a grade as regularly enrolled students are. He explained that the reason for the proposal that the courses be assigned numbers under 500 is so that graduate students cannot take the courses for graduate credit.

The motion by Dr. Zakrzewski was voted on. The motion carried unanimously.

B. College Affairs Committee.

Dr. Frerer moved that the Faculty Senate go on record in support of the Regents' recommendations for salary and budget increases of ten percent for Kansas universities and eleven percent for Kansas colleges.

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

Dr. Frerer made the following motion:

The Faculty Senate appoint a panel of nine tenured, senior faculty members to serve as a hearing panel in faculty grievance procedures. In a particular case of grievance, the President of the college would choose three or five members of this panel to serve at the hearing. These chosen members would establish the procedures of the hearing and the standards of evidence to be used.

The motion was seconded by Dr. Miller.

Dr. Frerer explained that the faculty grievance procedure as stated in the Faculty Handbook is essentially vague in any operational terms and that this proposal is a suggestion for making the procedure more specific.

Dr. Miller questioned whether it would be legal for each committee to establish its own rules.

Dr. Drinan said that the proposed procedures are consistent with AAUP procedures and with state laws and that as long as the procedures are drawn up prior to a hearing and are approved by the persons on the committee, that is due process.

Dr. Frerer added that in some cases it might be important for the committee to hear only evidence that would be legally acceptable in a court, while in other cases the hearing would be more informal and open.

Dr. Fillinger suggested that "due process" should be a part of the motion. Dr. Drinan said that this is established earlier in the grievance procedure.

Dr. Drinan asked how it would be determined who on the Faculty Senate would serve on the panel, and Dr. Frerer suggested that the President of the Senate could come up with suggestions for determining this.

Dr. Frerer further explained that his motion suggests just the first step in the procedure--to create a body from which panel members would be chosen.

Dr. Marshall proposed a friendly amendment that the motion read "tenured faculty" rather than "tenured, senior faculty." Dr. Frerer accepted the friendly amendment.

Dr. Adams proposed an amendment that the motion specify that the tenured faculty members from which the panel would be chosen would be those persons eligible for membership on the Faculty Senate.

The motion was seconded by Dr. Votaw.

The amendment by Dr. Adams was voted on. The motion carried.

The proposal by Dr. Frerer, amended as follows, was voted on:

"The Faculty Senate appoint a panel of nine tenured faculty members, eligible for membership on the Faculty Senate, to serve as a hearing panel in faculty grievance procedures. In a particular case of grievance, the President of the college would choose three or five members of this panel to serve at the hearing. These chosen members would establish the procedures of the hearing and the standards of evidence to be used."

The motion carried.

Dr. Frerer proposed that the following statement be added to the Faculty Handbook statement regarding final examinations:

"No examinations shall be given in classes during the last week of the semester prior to the final examination week."

The motion was seconded.

Mr. Schroder mentioned that a problem in his area is that the lab exams are given during the last week of classes and the final itself in the final week. Dr. Zakrzewski agreed that this is true in most of the sciences.

Dr. Drinan asked if language to the effect that no final course exam could be given during the last week of classes would correct that problem.

Ms. Pfeifer asked if there is a scheduled time provided for the lab exams during the final week. Mr. Schroder replied that there is.

Mr. Ginther suggested that perhaps instead of trying to limit testing during the week preceding finals that we need to require that some sort of testing occur during final week.

Dr. Drinan suggested that we pass a motion to encourage the administration to encourage implementation of the Faculty Handbook policy.

Dr. Frerer suggested that a meeting to call the roll and discuss the exam is enough of a meeting according to the wording of the Handbook.

Mr. Rupp suggested that perhaps such procedures have been encouraged by the fact that there has been no mandate to see that the policy outlined in the Handbook was followed.

Ms. Pfeifer mentioned that the idea of no tests the week before finals was to meet the needs of some of the people in the sciences who felt that they needed that last week to finish up their work.

Dr. Drinan moved that the motion be tabled for consideration at the March Senate meeting. The motion was seconded by Mr. Schroder.

Mr. McNeil asked if there was much opposition in the College Affairs Committee to doing away with final week altogether.

Dr. Frerer replied that a problem was that students would have to study twice for finals if they required two regular class periods to administer.

It was mentioned that there is no rule that a final exam must require two hours.

Dr. Marshall suggested that the policy might be that no lecture exams be given during the final week of classes.

Mr. Ginther added that a number of students complain about having to come back to take "just one" final during final week.

Mr. Rupp asked that Senate members give suggestions to the College Affairs Committee that might help in developing a policy regarding final examinations.

The motion to table was voted on. The motion carried.

Dr. Adams suggested that Dr. Frerer's committee solicit student input from the Student Senate on this issue. Mr. Rupp agreed that that was a very worthwhile suggestion.

C. Student Affairs Committee. No report.

D. By-Laws Committee. No report.

IV. Old Business. None.

V. New Business.

Dr. Zakrzewski proposed that the following resolution be adopted:

"Be it resolved that the Faculty Senate of Fort Hays Kansas State College commends and congratulates Dr. Gerald Tomanek on his appointment as President of the College; and be it further resolved that the Faculty Senate extends to him its fullest efforts in the pursuit of academic excellence within the traditions of faculty participation in College governance."

The motion was seconded by Mr. Ginther. The motion carried.

Dr. Marshall questioned why the list of Adjunct Professors in the College Catalog has been shortened to its present status from what it was in the previous catalog. He mentioned that in the previous catalog, Adjunct Professors had been listed from the various medical technology schools that affiliate with this school. He expressed a concern that pre-medical technology might have some adverse effects from the deletion of these names and inquired as to who decides who will be an Adjunct Professor and who will not.

Mr. Rupp suggested that this matter be taken under advisement by the College Affairs Committee.

The meeting adjourned at 4:15 p.m.

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