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DR ELTON E BEOUGHER

FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Allan Busch, Secretary
RE: Faculty Senate Meeting
Minutes
DATE: October 12, 1976

The meeting was opened by the President, Dr. Charles Votaw, at 3:30 p.m. in the Santa Fe Room of the Memorial Union.

ROLL CALL: Members Present: Ms. Joanne Harwick, Dr. Clifford Edwards, Mr. Mike Walker, Dr. Robert Brown, Dr. Lewis Miller, Dr. Steven Tramel, Dr. Sue Trauth, Dr. Lloyd Frerer, Dr. Wallace Harris, Mr. Elton Schroder, Dr. John Watson, Dr. Richard Zakrzewski, Dr. Charles Votaw, Ms. Ellen Veed, Dr. Stanley Robertson, Mr. Dale Peier, Ms. Vera Thomas, Mr. Daniel Rupp, Dr. Allan Busch, Dr. Patrick Drinan, Dr. Ron Smith, Mr. Keith Campbell, Dr. Louis Fillinger, Dr. Billy Daley, Ms. June Krebs, Mr. Glenn Ginther, Ms. Esta Lou Riley, Ms. Rose Brungardt, Mr. Donald Jacobs.

Members Absent: Ms. Leona Pfeifer, Ms. Donna Harsh, Ms. Helen Miles, Mr. Edgar McNeil.

Also Present: Mr. Wayne McConnell for Ms. Helen Miles, Mr. Gary Hennerberg (State College Leader), Mr. Glen Grunwald.

Dr. Votaw called for any additions or corrections to the minutes of the previous meeting.

Dr. Zakrzewski moved the following corrections of the minutes: At the top of page ten, read "Music 391, Jazz," for "Music 293, Jazz," and in the first line of paragraph five on page ten, read "Dr. Votaw said," for "Dr. Votaw and."

There being no objections to the corrections and no further corrections, the minutes were approved as corrected.

Dr. Votaw then gave the Faculty Senate President's announcements, as follows:

Dr. Eickhoff expects the policy requiring a late exam fee of all students taking a late final examination to be followed. Exceptions should be cleared through the Dean of Instruction's Office.

A committee, through Dean Thompson, has prepared a recommendation regarding sick leave compensation. Dr. Votaw anticipates Faculty Senate input before a policy is adopted. The latest recommendation is that those covering classes for faculty on sick leave be paid at the rate of \$400 per semester for a three-hour course if the absence is for eleven days or more.

It has been recommended by the Border City Travel Committee that overnight travel to all "border cities" other than Kansas City, Missouri, be treated as out-of-state; that same day travel to all "border cities" be treated as in-state; and that all travel to Kansas City, Missouri, be treated as in-state.

The Board of Regents has approved the architectural program for the new FHS building. They will request the Director of Architectural Services to appoint an associate architect to prepare preliminary plans for the building.

The Board of Regents also approved amendments to the FHS 1977 legislative requests for capital improvements as follows: \$30,000 for parking lot repairs, \$35,000 for remodeling Wiest Hall for Student Health Service Offices, and \$100,000 for campanile construction.

The RICC is expected to consider the early retirement proposal as previously prepared, but it is to be used only in case of a declared state of financial exigency and on a voluntary basis. The College Affairs Committee has been asked to comment on this plan.

Students at KSCP have proposed that the Board of Regents adopt policies to allow students third party status in "meet and confer" negotiations.

The RICC agenda also includes the incidental fee policy, the "drop policy" at various institutions, and the renaming of the colleges. Regent Jess Stewart has indicated that the renaming of the state colleges as universities seems certain.

The Council of Faculty Senate Presidents would like issues to work on for consideration in RICC and by the Regents. One item is a package of fringe benefits, or a list with rankings. FHS probably should have one. WSU has adopted a list of seventeen benefits with some rankings. KU has a similar list.

COCAO is considering the idea of a uniform practice for advance placement at the Regent's institutions.

The Board of Regents has established a college classified to unclassified ratio of 1:3.5 as a standard. They also approved a budget request of \$8,685 to fund unused sick leave for FHS retirees.

The COD minutes of June 29, 1976, included some ACT profile report information regarding 712 FHS and 916 EKSC freshmen for 1975-76. The proportion of women was higher at EKSC, but over 54% for both colleges. A higher proportion of those at FHS listed FHS as first, second or third choices, as compared with similar statements at EKSC. The FHS students had higher ACT scores than those at EKSC, but both were below the national average: composite; FHS - 18.7, EKSC - 18.1, national - 19.4. The ACT scores dropped substantially at both schools from 1974-75, except in the natural sciences. However, high school grades showed no significant change for either set of students. A higher proportion of EKSC students expressed a need for help in educational and vocational plans (very slight difference, writing, reading, study skills, math and personal counseling). Approximately 65% at each college expected to work and to apply for financial aid.

According to a report from the Board of Regents Office, FHS has thirty-nine unique subspecialties at the bachelor's level, thirty-three at the master's level and one at the specialist's level.

Of the ranked college faculty at FHS, not on leave, 71.2% are tenured. Six departments have only tenured faculty (primarily small departments). Only eight departments have less than 70% tenured and only Nursing has less than 50% tenured (with only 14.3%).

FHS enrollment for 1976 Fall Term is: On Campus Headcount 4,580
Continuing Education Headcount .. 723
Total Headcount 5,303
1975 Fall Term 5,141
1976 Fall Term FTE On Campus FTE 4,391
Continuing Ed FTE 168
Total FTE 4,559
1975 Fall Term FTE 4,527

The 1976 FTE would be down, except that there is a new divisor for a portion of the hours. FHS is now projecting 4,575 FTE for next year. In addition, FHS has forty-two non-base Continuing Education headcount.

It appears that: EKSC is down about 500
KSCP is down about 400
WSU is down about 600
KSU is up about 200
KU is up about 1000

COCAO is working on a Continuing Education Study, with fee proposals as follows: \$28/hr for graduate credit, \$18/hr for upper-division credit and \$8-12/hr for lower-division credit.

The Board of Regents has a formula budgeting task force trying to come up with a formula budgeting proposal to be in effect by FY 1980.

FHS classes will terminate at 12:30 p.m. on Friday, October 15, 1976.

The Council of Student Body Presidents is working on a faculty evaluation proposal at the state level.

Recommendations for faculty appointments to various college committees were made as follows:

Physical Plant Long-Range Planning: Glenn Ginther.
Student Organizations: Nancy Curtis, Dale Ficken, Sandra Godwin and Wayne McConnell.
General Education (2 yr terms): Lou Caplan, Arris Johnson.
Continuing Education: Maurice Witten.
Computer Advisory: Jack Logan, Bob Markley, Mike McLane, Charles Votaw.
Graduate Research: Keith Campbell, John Watson.
Admissions: Lyle Dilley, Lynn Lashbrook.
Student Court: Vivian Baxter, John Klier.
Traffic: Bob Jennings, John Huber, Barry Allen, Judith Vogt.
Tenure: Billy Daley, Pat Drinan, Clifford Edwards, Lewis Miller, Leo Oliva, Wilda Smith and Bill Toalson.

Dr. Miller inquired whether the proposed Tenure Committee Panel had been accepted by the Administration, since normally there is a panel of only six?

Dr. Votaw replied that all seven were accepted.

Dr. Miller then asked if the Tenure Committee was actually only three chosen from the panel?

Dr. Votaw replied that his understanding was that the entire panel was used, three at a time, to ease scheduling problems for the tenure hearings, and that having seven on the panel would simply make scheduling even easier. (It has since been learned that Dr. Votaw's answer is not correct. There had indeed been a committee of three faculty with the remainder serving as alternates in the past. This year, however, the Tenure Committee will have four faculty with no alternates.)

FHS will host two Senior Days this year. One will be Saturday, October 30th, and the second will be Friday, January 28th, 1977.

WSU is working on "Procedures for Termination of Tenured Faculty for Inadequate Performance."

The Faculty Senate Executive Committee has appointed Dr. Clifford Edwards as Faculty Senate Parliamentary Consultant.

Dr. James Forsythe has been commissioned to bring the FHS history up to date by mid-1977, in conjunction with the FHS 75th Anniversary celebration.

Dr. Harbin is chairman of a committee concerned with sabbatical leave policy. The committee includes deans Thompson and Lounsberry.

It has been recommended that FHS's first early enrollment date for 1978 be Saturday, May 6th, 1978. There would follow four more days during the Summer Session.

The Forsyth Library has placed Faculty Senate Minutes and other Senate materials on file in the Special Collections Room on the first floor of the library.

FHS should be careful to comply with Affirmative Action guidelines in recruiting for staff positions, including the maintenance of accurate records. Ms. Lois Lee Myerly is the FHS Affirmative Action Officer.

There are possibilities of obtaining funds from the Endowment Association for small items of equipment or other uses. Requests should follow channels to the President's Office and not sent directly to the Endowment Association.

FHS graduate enrollment is 1,296, approximately the same as EKSC and KSCP.

Announcements by the Faculty Senate President being concluded, Dr. Votaw called for any other announcements.

Dr. Frerer recommended the play, "A Funny Thing Happened on the Way to the Forum."

There being no further announcements, Dr. Votaw called for Committee Reports.

Dr. Zakrzewski stated the Academic Affairs Committee had no report.

Dr. Robertson for the College Affairs Committee moved that the policy on "Change or Adoption of Textbooks," as presently stated on page fifty-two of the Faculty Handbook, be amended as follows: The first sentence, "All textbook adoptions . . . their departmental courses," be altered to read, "All textbook adoptions or changes are the responsibility of the faculty member or group of faculty members in charge of the specific course involved; the department chairman will

in turn notify book stores of any official actions taken in adopting and changing texts for their departmental courses." Dr. Edwards seconded the motion.

There being no discussion, Dr. Votaw put the question and it carried.

Dr. Edwards then moved a proposed amendment to the wording of item #14 of the Tenure Policy section of the Faculty Handbook (reference to page seven of the July 20, 1976, Faculty Senate Minutes, in which the substitution of the word "supervisors" for the word "superiors" was moved, seconded and carried), to read, "Cooperates with supervisors in accepting reasonable course, load, and schedule assignments and committee responsibilities." Mr. Peier seconded the motion.

Dr. Votaw called for discussion on the motion.

Dr. Drinan asked if certain areas were being excluded?

Dr. Edwards indicated that he thought the intent was not so much to exclude as to have a more specific statement as to what is expected of a faculty member under "cooperation."

Dr. Drinan asked if this motion excluded research and public service assignments?

Dr. Miller suggested that research is covered elsewhere in the criteria.

Dr. Zakrzewski remarked that such activities would be part of the faculty member's load.

Dr. Frerer then moved to table the question. Dr. Edwards seconded the motion.

Dr. Drinan offered a friendly amendment to the motion to table the question, that the motion be to table until the next Faculty Senate meeting. The amendment was accepted by Dr. Frerer and Dr. Edwards.

Dr. R. Smith then offered another friendly amendment, that the motion be to table, refer to the College Affairs Committee and reconsider at the next Faculty Senate meeting. The amendment to the amendment was accepted also.

Dr. Miller spoke in favor of the original motion and in opposition to tabling.

Dr. Votaw then put the amended motion to table the question, first to a voice vote and then by a division of the house. The motion to table carried, 15 to 13.

Mr. Peier stated that the Student Affairs Committee had no report.

Mr. Ginther reported for the Bylaws and Standing Rules Committee that proposals for changing the Bylaws and Standing Rules would be ready for the next Faculty Senate meeting.

Dr. Votaw asked if Mr. Ginther intended to report on the interpretation of last year's Faculty Senate request that the Faculty Senate President invite the Student Senate President to appoint student representatives to Faculty Senate committees?

Mr. Ginther replied that a proposal regarding that question would be made at the next Faculty Senate meeting.

Dr. Votaw indicated that he would like some consideration of the question at the present meeting so that he might extend the invitation before the end of the semester.

Dr. Drinan asked for a clarification of the question.

Dr. Votaw and Mr. Ginther explained that last year the Faculty Senate had requested that the Faculty Senate President invite the Student Senate President to appoint non-voting student representatives to each of the Faculty Senate committees. However, there was no formal indication whether the move was to be considered a Standing Rule of the Senate or whether it passed by a two-thirds majority as required for a Standing Rule. Thus, it is limited to last year.

Dr. Frerer moved that the Faculty Senate President be requested to invite the Student Senate President to appoint non-voting student representatives to each of the Faculty Senate committees. Dr. Smith seconded the motion.

Dr. Votaw called for discussion.

Dr. Robertson moved to amend the motion to read, "The Faculty Senate President is requested to invite the Student Senate President to appoint one non-voting student representative to each of the Faculty Senate committees, with alternates appointed as desired." Dr. Frerer seconded the amendment.

Dr. Votaw called for discussion on the amendment.

Dr. Zakrzewski asked if any students were appointed last year?

Dr. Votaw replied that none had been appointed.

There being no further discussion on the amendment, Dr. Votaw put the question on the amendment to the main motion. The amendment carried.

Dr. Votaw called for further discussion of the main motion.

Dr. Drinan asked if the Senate's proposed action would effect the working of the Student Affairs Committee?

Dr. Votaw and Mr. Peier replied that they did not believe it would.

Dr. Drinan indicated that a student had been invited to sit in on the Senate Executive Committee two years ago, but at that time it was felt that the other committees should not be so bound. He then posed the question whether the same discretion should be allowed the committees now?

Dr. Votaw replied that such discretion was up to the Faculty Senate.

Dr. Drinan asked if the student committee members would have all rights except voting?

Dr. Votaw replied that he assumed so.

There being no further discussion, Dr. Votaw put the question and it carried.

Dr. Votaw then introduced Old Business.

There being no Old Business, Dr. Votaw called for New Business.

Dr. Votaw inquired whether it would be acceptable for the course Math 010, Basic Algebra, to return to the original notation which stated that completion of the course added three hours to the student's degree requirements, rather than the present notation which states that the course does not count toward a degree?

There being no objections from the floor, the change was considered approved.

Dr. Votaw then asked whether the College Affairs Committee should consider the questions of student evaluation of faculty, for use by the Administration, as a part of faculty review?

Discussion followed in which questions were raised whether such a policy would differ from that which the Student Affairs Committee worked on last year and whether students would conduct the process of distributing and collecting the evaluation forms. The discussion indicated that these present believed that faculty evaluation for student use was a different question than such an evaluation for administrative use and that the students would not be expected to distribute the forms as a student activity but might be involved as departmental employees.

Dr. Robertson pointed out that the College Affairs Committee might recommend that no such instrument be used. He would not recommend that the committee be charged with actually producing such an instrument.

Dr. Drinan stated that the college has an existing policy and that the present question seems to suggest changing policy with no indication that the present one is inadequate. The future need not go in the direction of involuntary faculty evaluations. Perhaps FHS Faculty Senate could affect state policy and keep such evaluations voluntary. There is no need to reconsider the present policy unless the Senate feels it needs to be changed.

Dr. Robertson suggested that perhaps the College Affairs Committee should simply be asked to review the situation on faculty evaluation and make a recommendation on what evaluation procedures should be used, in view of Dr. Eickhoff's stated intention to develop evaluation procedures. He also noted that evaluation criteria as published in the Faculty Handbook are not being used in some departments.

Dr. Drinan stated that it seemed some people were arguing that FHS is going in a certain direction, so the Faculty Senate should get hold of the situation now. This view seems too much like a self-fulfilling prophecy. He indicated he would prefer to see the administration develop a proposal and let the faculty react to it; that perhaps Dr. Eickhoff's statements pertain to a personal philosophy and not an administrative position. Hopefully the Faculty Senate President can determine which of these is the case.

Dr. Votaw stated that Dr. Eickhoff has said he expects recommendations for faculty raises in salary to be justified and that the justifications generally should include student evaluations of the faculty. Perhaps an appropriate statement would be that the Senate does not want mandatory evaluations.

Dr. Frerer suggested that consideration should be given to the fact different disciplines need different forms of evaluation.

Dr. Votaw suggested that the Senate could leave the question where it is, wait, and expect to have time to act when action is needed.

Dr. Edwards then asked if the Academic Affairs Committee or the Faculty Senate could clarify the policy-making powers of the General Education Committee. In particular, he wanted to know the policy regarding the General Education Committee's consideration of General Education courses for credit toward a major in the same department?

Dr. Frerer asked if the General Education Committee is a subcommittee of the Academic Affairs Committee?

Dr. Votaw replied that it is not.

Dr. Miller suggested the Administration should define the General Education Committee's powers and functions since the Administration appoints that committee.

Dr. Edwards then asked whether he should recommend to the General Education Committee that policy decisions should be brought to the Faculty Senate?

There being no objections to Dr. Edwards suggestion, Dr. Votaw declared it acceptable.

Subsequent discussion on the question of the functions of the General Education Committee resulted in a suggestion that a liaison between the General Education Committee and the Academic Affairs Committee be appointed from the Academic Affairs Committee.

Mr. Rupp then moved that the functions of the General Education Committee be absorbed by the Academic Affairs Committee. Dr. Drinan seconded the motion.

Dr. Votaw called for discussion on the motion.

After further discussion, it was moved and seconded to table the question and refer it to the Academic Affairs Committee.

There being no discussion on the motion to table, Dr. Votaw put the question and it carried.

Dr. Votaw called for any more New Business.

There being none, a motion to adjourn was made and carried at 4:37 p.m.