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### Fort Hays State University Faculty Senate Minutes, May 2, 1995

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Minutes of the Fort Hays State University  
Faculty Senate  
May 2, 1995

A. President Dianna Koerner called the meeting of the Faculty Senate to order in the Pioneer Lounge Room of the Memorial Union on May 2, 1995 at 3:32 p.m.

B. Senators present were Bill Daley (for James Murphy), Tom Guss (for Warren Shaffer), Robert Stephenson, Martha Holmes, Gary Hulett, Mike Miller, Ann McClure, Joan Rumpel, Sandra Rupp, Max Rumpel, Stephen Shapiro, Bruce Bardwell, Fred Britten, John Durham, Donna Ortiz, Tom Johansen), Steven Trout (for Richard Leeson), Jean Salien (for Evelyn Toft), Ken Neuhauser, John Zody, Norman Caulfield, Anita Gordon-Gilmore, Mohammad Riazzi, Lewis Miller, Martin Shapiro, Michelle Hull-Knowles, Eileen Deges-Curl, Richard Hughen, Keith Krueger, Joseph Aistrup, Robert Markley, Alice Humphreys, Debora Scheffel and Bill Havice.

Senators absent were Joanne Harwick, Albert Geritz, Helen Miles, Merlene Lyman, and Marc Pratarelli.

The Guests of the Senate were Dr. Rodolfo Arevalo, Provost, Terron Jones, Director, Physical Plant, Lawrence Caylor, Director, Forsyth Library, Patti Scott, Director, Student Health, Nancy Selbe, Instructor, Information Networking and Telecommunications, Dr. Larry Gould, Dean, Arts and Sciences, Mike Leikam, Director, Information Networking and Telecommunications, Dr. Jay Gillette, Associate Director, Information Networking and Telecommunications, Ralph Baxter, Technical Director, Information Networking and Telecommunications, Melissa Rudell, Secretary, Information Networking and Telecommunications, Lisa Heath, Office of Student Development, and Tammi Harris, Leader reporter.

C. The minutes of the April 3, 1995 were approved as printed.

D. For the Good of the University: Director of the Physical Plant, Terron Jones, addressed concerns about the security of faculty offices and keying of buildings. Senator Richard Hughen expressed concern that student janitors have access to faculty offices in Rarick Hall and often clean offices unaccompanied by full-time janitors. Director Jones indicated that after talking to Dean Larry Gould and others that this problem is not endemic to campus. Senator Keith Krueger mentioned an incidence in Albertson Hall of money being taken from a coffee fund. Director Jones responded that one can not assume that students took the money. Director Jones suggested that any personal items of value not be left in the office.

In rekeying the buildings the deans and department chairs were asked how they wanted their area keyed. To provide additional security, copies of university keys can only be made on campus. Most of the buildings have only a single entrance for after hours. Often times the designated door is the one that is handicapped accessible.

Director Jones stated that student janitors are not to be in faculty offices unescorted. Senators Hughen and Krueger mentioned that this policy is currently being violated. Director Jones mentioned that future changes in janitorial assignments will hopefully address current problems.

Senator Michelle Hull-Knowles mentioned that any files she needs to secure are locked in her file cabinet. Senator Ann McClure responded that her file cabinet key opens all the file cabinets in her department. Director Jones responded that that problem can easily be solved by rekeying the cabinet.

Problems with office security should be reported to the building supervisor and if deemed an emergency then Director Jones should be contacted.

Director Jones mentioned that there are some buildings with light orders. This policy permits the opening of buildings for certain hours to allow access to students or other individuals.

Senator Max Rumpel mentioned that all doors should be checked on foot since some doors can be left open that are not visible when security drives by.

Director Jones suggested asking unknown individuals in your building why they are there and asking for identification. If they refuse to answer or show identification, call security.

E. Announcements

1. See agenda for written announcements.

2. Concerning announcement #3, a tool (not the TOEFL as stated in the agenda) that determines language fluency of TAs and faculty whose first language is not English is being tested to determine whether a score of 50 is acceptable. The BOR policy is to ask the individual whose first language is not English to give a presentation to an administrator, faculty member and student. If there is concern about whether the individual is fluent, they will be asked to take this test.

3. Concerning announcement #10, Senator Joe Aistrup reported that Regent Bill Docking understands the different missions of the regent's universities and was cognizant of faculty concerns about the overemphasize on accountability. Regent Docking also supported the tuition waiver.

4. Over the next few weeks, there will be interviews for the Dean of Educational Technology and Continuing Education position. Faculty are invited to meet with candidates during receptions. The schedules have been sent on PROFS.

F. Standing Committees

1. Academic Affairs -- Senator Martha Holmes

a. Motion 1: The Faculty Senate recommends approval of the bachelor's degree in Information Networking and Telecommunications (attachment A).

Through internal reallocation of resources, no new faculty will be necessary to offer the program. Although there are new courses listed as part of the program, they will evolve as a result of updating existing courses.

Motion passed with two abstentions.

b. Motion 2: The Faculty Senate recommends that the signature of the Faculty Senate President be required on the present "Course Change Approval Form." (attachment B).

Senator Martha Holmes indicated that this would insure that if a significant change as determined by the Faculty Senate President was being made to a course then the Faculty Senate would review the proposed change. Provost Rodolfo Arevalo felt that this was only adding to bureaucracy by requiring another signature. Senator John Durham added that if the Faculty Senate President does not approve the change then the proposed change will need to go through Faculty Senate.

Motion passed.

c. Academic Affairs is developing a Policy on Academic Dishonesty both as it affects faculty and students.

d. Motion 3: The Faculty Senate recommends that the following Pass/Unsatisfactory Policy for Practicum Courses" be adopted at Fort Hays State University.

(1) Practicum courses in a major may be designated as Pass/Unsatisfactory by departments.

(2) For practicum courses designated as Pass/Unsatisfactory within a major the instructor will report a grade of P (Pass) or U (Unsatisfactory/Fail) on the grade roster for the students as the end of the semester.

(3) Under Pass/Unsatisfactory, a grade of P or U is not used in computation of the student's GPA.

Senator Martha Holmes reviewed the history of this motion. The policy addresses a problem that the Nursing Department currently faces with accreditation. Many of the skills in nursing can not be graded but simply evaluated as either safe or unsafe. In the past the Provost has allowed the Nursing Department to give a P (pass) or NC (No Credit) but this violates the current university Pass/No Credit Policy (courses in the major can not be taken as Pass/No Credit). In order to be accredited, the Nursing Department must follow university policy.

Senator Alice Humphreys voiced support from the Social Work Program, which deals with students on practicums that are often supervised by nonfaculty members. Often times it is extremely difficult to grade these experiences.

Senator Gary Hulett asked if there would be any limit to the number of practicum hours that can be taken within the major.

President Dianna Koerner responded that since departmental programs vary there might be a problem in setting a limit on the number of practicum hours. Considerable discussion followed about this concern.

Motion passed.

e. Since Senate Recommendation 20 concerning approval of beginning language courses and civilization courses as one package for the General Education Program was not approved, the civilization courses do not exit as courses at all. If Modern Languages would like these courses approved as Non-General Education courses, they need to be resubmitted to Faculty Senate.

2. By-laws and Standing Rules -- Senator Richard Hughen

a. A list of faculty senators and alternates for 1995-96 was passed out (attachment C). Corrections were made.

3. External Affairs and Faculty Salary -- No report

4. Student Affairs -- Senator John Zody

a. Student Senate Resolution 94/F/102 on Qualified Admissions has been tabled until June.

b. Director Patti Scott of Student Health responded to faculty concerns about class absences of students due to health problems. Roughly 100 students are seen daily and writing notes for each of these students would require more time than the staff has available. An instructor, however, may PROFS or call Student Health to check whether a student has been seen or not.

5. University Affairs -- Senator Martin Shapiro

a. Senator Martin Shapiro handed out the UAC End of Year Report (attachment D) and briefly discussed it.

b. Senator Martin Shapiro discussed agenda items (attachment E).

c. Concerning Item 1 on attachment E, the Provost added that the memo from Judith Siminoe was suggestions and is not yet policy.

d. Motion 1: The Faculty Senate recommends approval of the following name change for the Program Discontinuance Policy to "Policies and Procedures for Discontinuance of Undergraduate Program Discontinuance" and that the last sentence in paragraph D3 be deleted. The justification for this change was printed in the agenda.

Motion passed.

e. Senate Recommendation 22 on Faculty Hearings and Appeals Procedures was approved by the Provost, however the Provost suggested adding a new element (refer to #4 in attachment E). UAC will be working on this with the Provost.

f. Motion 2: The Faculty Senate approves the Policy Statement on Consenting Relations as redrafted by the Provost (attachment F).

No substantive changes to the policy originally proposed by Faculty Senate was made by the Provost but rather just a reorganization of the information.

Motion passed.

g. Motion 3: The Faculty Senate approves the suggested changes by the Provost to Senate Recommendation 25 on Changes to Chapter 3 (refer to #6 in the agenda).

Motion passed.

G. Old Business

1. Refer to agenda for comments about Senate Recommendation 19.
2. President Koerner reported that Senate Recommendation 24 on Hiring Under-Represented Faculty was not approved. However, the response from the President (attachment C to the agenda) stated that the faculty merit pool would not be used to hire under-represented faculty.

H. New Business

1. Senator Jean Gleichsner reported on a trip to Washington, D.C. to attend the conference "Power and Influence - A Conference for Faculty Senate Leaders." The primary focus of the conference was developing techniques (use of student groups, use of the media, and identifying key faculty to talk to legislatures) to improve the effectiveness of Faculty Senate.
2. Incoming Faculty Senate President Stephen Shapiro will be contacting senators to serve on university committees. If you are satisfied with the committee that you currently serve on for Faculty Senate you will be left on that committee. If you would like to change, please contact incoming President Shapiro.

I. Reports from Liaisons

1. Classified Senate -- No report
2. Instructional Technology Policy Advisory Committee -- Senator Max Rumpel

The committee is being restructured.

3. Faculty & Staff Development -- No report
4. Library Committee -- Senator Jean Gleichsner

Amigos has been funded by the President. The committee will be meeting to determine priorities for the coming years.

5. Student Government Association -- No report
6. General Education Committee -- No report
7. Faculty & Staff Development -- No report

J. The meeting was adjourned at 5:25 p.m.

Respectfully submitted,  
Jean A. Gleichsner  
Secretary