Kentucky State University
Faculty Senate
Meeting Minutes
March 19, 2021
Submitted by Danny Collum, Senate Secretary

1. Call to Order

Meeting began with a quorum at 9:04 a.m.

2. Approval of Agenda [5 minute time limit]

Agenda was approved as submitted.

3. Approve Meeting minutes from 3/5/2021 [5 minute time limit]

Senators Donavan Ramon and Jennifer Ballard-Kang need to be added to senators present for the meeting. Minutes approved with that amendment.

4. **Faculty Senate President Report** [5 minute time limit]

a. Finals Week is (May 1-6)
b Finals grades due @ 5pm- May 10th
c. Good Friday- University Closed- April 2nd
d. Spring Commencement – May 7th

In addition, President Clay urged all faculty who haven't yet to get vaccinated.
From his meeting with Interim Provost Yates, President Clay reported that they followed up on the status of action items from Fall 2020. He also noted that the interim provost has announced that all summer school classes will be face-to-face, using a hybrid-flex model. The interim provost has set a goal of having 60 percent of current freshmen enrolled in summer school. The interim provost also announced that all degree programs must have an advisory board. Interfolio training is forthcoming for faculty who need it. Also, the interim provost asked President Clay to impress upon faculty the importance of timely responses to all student communications.

From last week's Executive Committee meeting, President Clay reported that APC is working on a policy for faculty and student exchange programs and reviewing the current five-year academic calendar. There was also discussion of questions about the university's grant process, enforcement of course enrollment caps and the use of fulltime faculty overloads for uncovered sections. Committee members also reported continuing problems with the synching between Blackboard and WIRED.

Faculty Senate President Clay also reported that he met with University President Brown. In that meeting they discussed the work being done to get classrooms ready for face-to-face instruction and President Brown's hope to "repopulate the campus."

Finally, any questions about the provost search process should be referred to Candace Raglin in Human Resources.

5. **Faculty Regent Updates [5 minute time limit]**

a. Regent Joe Moffett

A special called meeting is scheduled for April 6, probably to deal with the audit problems discussed in Dr. Moffett's last report. Otherwise there is no news from the Board of Regents.

A senator inquired about the status of board approval for last year's faculty handbook revisions. Dr. Moffett said that the Handbook revisions had not made it to President Brown yet, but they will be on the agenda for June. Last year they were approved at the June Board meeting.

6. **General Education Update**, [5 minute time limit]

a. Bruce Griffis

No news. Committee is meeting today.

7. **Administration Updates** [5 minutes each]

a. **Dr. Dailey- Technology**,

Regarding the repopulation of the campus, Dr. Dailey reported that the hybrid-flex model will be based on CDC guidelines. There will be training of faculty for this process, starting with faculty champions who can then train other faculty. In most cases this will involve splitting classes into "A" and "B" groups that meet on different days, in order to allow distance in the classroom. The model classroom will allow the class session to be seen remotely by students enrolled in the class.

Dr. Dailey also announced that, starting next year, the Blackboard virtual classroom will allow instructors to see up to 25 students on the screen at one time. He also noted that Blackboard video needs to be upgraded. That upgrade could include the capacity to record video. However, our Blackboard cloud storage is near capacity. Dr. Dailey is looking at that.

A senator asked if existing smartboards will work with the new Blackboard virtual classroom. Dr. Dailey said that they should, but may require some updating.

Another senator asked if Dr. Dailey could explain the rationale for pushing face-to-face instruction for the summer when summers have been almost entirely online for the past several years, long before the pandemic. Why aren't we instead waiting for fall when the situation regarding vaccinations and COVID-19 variants will be clearer? Dr. Dailey said that this was beyond the scope of his responsibilities, and he couldn't address the question.

Dr. Deams- Student Services,

No report.

Nurse Todd- Safety

Nurse Todd reported that 130 employees have been vaccinated through the Franklin County Health Department. She said we also have priority with a few other agencies distributing vaccines. She noted that UK will start vaccinating their students next week. She advised those having difficulty getting a vaccine appointment to consider looking outside their county of residence. We've recently had two surveillance testing events. There will be another on April 6. At the second recent event, the majority of those tested were students, and no positive results were found. In response to a question, Nurse Todd said that there has been no decision to make the vaccine mandatory at KSU. She anticipates that masks will still be mandatory into the fall and winter. She noted that the CDC would be deciding today about reducing social distance requirements in schools. A senator asked about plans to vaccinate KSU students. Nurse Todd said she had no information at this time. Franklin County could do it, but that would be May at the earliest. Another senator noted that KSU graduate assistants are employees and should have received the invitation to be vaccinated, but did not. Nurse Todd said to give her the number of people who would participate in a vaccination for graduate assistants or other unvaccinated employees, and she would try to arrange it with the Franklin County Health Department.

Daryl Love- Career Services
No report.

Dr. Malone- Advising
No report.

Dr. Schneller- Academics/Research
Dr. Schneller reported that the legislature is waiting for gubernatorial signatures or vetoes on bills. The governor has signed performance-based funding for universities, but has not yet acted on the state budget. Dr. Thompson at CPE says he likes the performance funding bill that has been signed. A guest asked if the metrics were the same as last year's. Dr. Schneller said that they were.

A senator asked about the status of Faculty Handbook updates and their approval by the Board. Dr. Schneller deferred to Senator Helen Smith, Faculty Senate President for 2019-2020 to answer about the status of changes from her term in office.

Dr. Smith said that Handbook changes made by the Senate and approved by President Brown should be actionable from the time of that approval. At the end of the academic year, the Faculty Senate President is supposed to revise the Handbook to reflect changes from approved Senate action items. This should happen over the summer. Dr. Smith acknowledged that she "dropped the ball" and did not get that done. She delivered the updated Faculty Handbook to the provost's office on February 21, 2021.

On another matter, Senator Wang drew Dr. Schneller's attention to the fact that the Faculty Recognition Committee needs representatives appointed by administration in order to become re-activated. Dr. Schneller responded that last year the Board of Regents made changes regarding Faculty Recognition that have not been implemented.

In response to another question, Dr. Schneller affirmed that the Committee Book is an administration document, not a Faculty Senate document.

Dr. Emanuel- Academics,
Dr. Emmanuel expressed frustration that, at midterm this semester, there were still problems with timely submission of grades. Grades must be submitted on time, she said.

A senator asked Dr. Emmanuel to address the rationale for the push for face-to-face instruction in the summer when summer has been almost all online for several years. Dr. Emmanuel said that this was not addressed in her report, and she couldn't answer the question.

A senator asked if tuition for summer term would be at the same reduced rate as last year, and Dr. Emmanuel answered that it would.

Dr. Yates- Provost, Insights & Academic Update
Dr. Yates congratulated faculty for their great work throughout the pandemic. However, he said, the experience for students online has not been what we wanted. The push for face-to-face instruction this summer is a presidential mandate. The model classrooms in the works will have sneeze guards around every desk. There will be 30 minutes between classes to allow for cleaning. The technology in the model classrooms is being updated with cameras and sound systems to allow remote participation.

A faculty member (not a senator) commented that if summer instruction is only face-to-face enrollments will suffer. Students who usually take summer courses online will not be able to get

to campus. Also, this faculty member asked, what would be the time schedules for four-week summer sessions?
Dr. Yates replied that they would meet three hours per day, four days per week.
A senator followed up and asked why we are pushing for this when schedules were already made and students and faculty are all expecting that summer classes would be mostly online as they have been for several years, since long before the pandemic.
Dr. Yates responded that summer is optional both for students and for faculty.

8. **Parliamentarian Update (5 Minutes)**

President Clay announced that Senator Keith McCutchen has agreed to serve as senate parliamentarian for the rest of the semester.

8. **Senate Committee Reports [5 minutes each]**

a **Academic Policy Committee** report Chair Buddhi Gyawali [5 minute time limit]

Senator Gyawali presented an action item on Domestic and International Exchanges. This document establishes policies and procedures to be used when KSU students do course work at other universities or when faculty teach at another institution. Faculty must develop a plan, and the policy establishes a committee to review and approve the plan. This is open to all faculty, not just tenured. Faculty will need to show an invitation from the other institution.
A senator asked if there is a difference under these policies between an exchange carried it out through an institutional grant versus one that simply comes to an individual in his or her profession.
Dr. Schneller noted that the need for this policy document came up in the course of her review of policies and procedures. The policy is intended to be flexible as we start applying it to cases. As that process develops, the policy can be amended as needed.
There was a motion for a vote to approve the action item. This was seconded, and the item was approved.
Next, Senator Gyawali presented an APC action item setting policy for students studying abroad. It defines eligibility for study abroad and the relevant course offerings. It all sets procedures for securing academic credit for work at foreign universities and stipulates that students are responsible for all study abroad costs unless the trip is sponsored by a program grant.
After a motion and second, this item was approved.
Senator Gyawali also reported that Dr. Schneller and Lauren Graves joined APC for a discussion of policy documents on Memoranda of Understanding with other institutions, a consistent university policy on assessment of student learning and certification of faculty credentials. APC will vote on these at its next meeting.

b. **Curriculum Committee** report [20 minute time limit] Chair Changzheng Wang

The Curriculum Committee is awaiting presidential approval of the new action item forms.
Meanwhile, Senator Wang presented an action item from Aquaculture to
to delete from the catalogue the class AQU 580 which is cross-listed with an ENV 508. The ENV version will remain and continue to be offered and students in the MS Aquaculture and Aquatic Sciences program can take the ENV version if desired as part of their degree program.
This item was approved without opposition.

c. **Professional Concerns Committee** report [5 minute time limit] Chair Monica Valentine

Vice-chair Bruce Griffis reported on Senator Valentine's behalf. He reported that the committee is still working on evaluation of deans and chairs with Ms. Raglin in Human Resources. They are also dealing with the question of definitions of "interim" and "acting" as they apply to administrative officers. The committee is also drafting a statement on mentoring of new faculty to be added to the Faculty Handbook. The committee discussed the possible advantages of reviving KSU's chapter of the Association of American University Professors (AAUP). Anyone interested in this should contact Senator Helen Smith. In the future the committee will be considering whether the recent mandate for academic programs to have advisory councils requires a statement in the Faculty Handbook and whether advising of students is best done at the unit level or through a university advising office.

d. **Budget and Academic Support Committee** report [5 minute time limit]

At recent meetings, BASC has looked into the indirect cost recovery incentive program for grants. Grants Manager Adrian Douglas met with the committee on this question as did Dr. Buddhi Gyawali and Dr. Herman Walston. Policies and procedures on this program need to go into the university policies and procedures manual. Vice-President Allen will be meeting with the committee on this issue.

The committee continues work on a survey of classroom needs. Dr. Clay has sent this out to all deans and chairs, but so far has received only one response.

BASC is looking into the feasibility of having KSU implement "plus" and "minus" grading options.

Regarding grants and grant policy, Senator Herman Walston spoke to say that he was offering himself to lead training in grantwriting. Perhaps the university needs to hire more grantwriters, but we should also make better use of the expertise that is here on campus now.

9. **Faculty Regent Updates [5 minute time limit]-** (If needed)

a. Dr. Moffett- BOR

Already reported.

10. **Faculty ombudsman report** [5 minute time limit]

a.. **Dr. Reilly- Faculty Ombudsman**

No report.

11. **Other Business [10 minute time limit]**

No other business.

12. **Adjournment**

Meeting adjourned 11:11 a.m.

Attendance

Senators

Changzheng Wang
Daniel D Collum
Phillip H Clay
Sharon McGee
Bruce Griffis
Buddhi Gyawali
Bobby Walter
Gary Stratton
Patti Marraccini
Johnathon Sharp
Barbara Witty
Helen Smith
Shawn Lucas
Jens Hannemann
Monica Valentine
Alex Lai

Noel D Novelo
Donavan Ramon
Nancy Capriles
Jennifer Ballard-Kang
Keith McCutchen
Fariba Bigdeli
Gavin Washington
Herman Walston
Rene Desborde
Kristopher R Grimes
E. Amadife

Absent: Leigh Whittinghill

Guests
Jyotica Batra
Kim Sipes
Dr. Nkechi Amadife
Margery Coulson-Clark
Michael D. Dailey, PhD
Lucian Yates III
Deanna McGaughey-Summers
Dr. Brooks-Eaves
Mara Merlino
Tierra Taylor
Ken Andries
Avinash Tope
6111
Frederick A. Williams Jr., Ph.D
Sheila Stuckey
David Shabazz
3654
Debbra Tate
Joe Moffett
Lauren Graves
HK
Erin Gilliam
James Obielodan
Rozina Johnson