Minutes
Kansas State Polytechnic Campus Meeting
Friday, November 6, 3:30 p.m.
College Center Conference Room

Call Meeting to Order – CAPC Chair
- 3:35

Approval of Agenda – CAPC Chair
- Moved 2nd approved

Approval of Minutes from October 2, 2015 General Faculty/Staff Meeting
- Moved 2nd approved
- Eric Cole and Heather Wagoner are working on getting minutes for CAPC and Faculty/Unclassified Staff meetings on web site.

Old Business
1. College By-laws & Committee Structure
   - On May 11, 2015 faculty/unclassified staff received proposed new bylaws. As requested during May 11th meeting, Eric Cole later sent copy with track changes. October 2, 2015 presented revised bylaws. Some small changes have happened since October 2nd meeting.
   - Asked for motion to approve as presented on Oct 2nd. Moved, seconded. Discussion—showed changes since last meeting.
     - Take out all “Salina” and make “Polytechnic.”
     - Clarified timeline of meeting times.
     - Changed “CAPC” to “Leadership Committee” throughout.
     - Kaleen Knopp—is official name Kansas State Polytechnic, or Kansas State University Polytechnic?
       - Danielle Brown—depends on whether talking about branding, or legal.
       - Fred Guzek—didn’t actually change “official” name. Name is changed from branding viewpoint. Can either use Kansas State University Polytechnic Campus or w/o “Campus.”
       - Danielle Brown—these bylaws are for College of Technology and Aviation, not campus.
       - Kaleen Knopp—should the name of campus be consistent throughout document? Alysia Starkey—yes. Pat Ackerman—will change so it says “Kansas State University Campus” all through document.
   - Changed “departments” to “academic units,” and added library as an academic unit.
     - Tara Harl—“Aviation Maintenance” should be “Aviation Maintenance Management?”
     - Raju Dandu—is Graduate Faculty an academic unit? Alysia—no. They are all part of other units.
     - Jung Oh—first time she has heard “academic unit.”
       - Alysia Starkey—language came from University Handbook, but can call it whatever we want. The academic “unit” would actually be School of Integrated Studies. Might be confusing to call Departments “units” as well. Maybe use the discipline to describe the departments.
Add “For this purpose, academic units include...” to clarify we are talking about “departments.”

- Clarified language in mission of Academic Standards Committee so that only faculty are voting members on academic issues. Unclassified staff are ex officio, non-voting members.
  - Don Von Bergen—this committee should not appoint Promotion and Tenure (P&T) Advisory committee.
  - Alysia Starkey—needed someone to facilitate election process of P&T Advisory since there are no longer departments.
  - Fred Guzek—“facilitate the election of...?”
  - Pat Ackerman—changed to reflect Fred’s suggestion.
  - Tim Bower—is Reinstatement Committee now different than Academic Standards?
  - Teresa Hartman—if serve on Academic Standards, also on Reinstatement.
- Raylene Alexander—Course and Curriculum: three elected faculty members and three appointed faculty, who appoints them?
  - Pat Ackerman—Leadership Committee (formerly CAPC), to ensure breadth of representation.
  - Troy Harding—is that explained in document?
  - DanielleBrown—yes page 4. Need to be more specific on definition of “diversity”? add “academically diverse.”
- Parking Operations—changed “nomination” to “recommendation for appointment.”
- Rick—thanks for all who have worked on these bylaw changes.
- Voted. One abstention. Passed. Once Dean signs, becomes official.

2. Professional Titles Changes Joel Matthews
   - Document has been distributed. We are still operating w/ four P&T documents (3 Departments plus Library). Each department needs to vote to include or not include professional titles into those documents. Then the three departmental documents will be merged into one document. (Library will remain separate).
   - Alysia Starkey—please voice concerns now rather than waiting for departmental vote and delaying process. All Department Heads have been asked to put this item on the agenda of their next departmental meeting.

3. Committee Transition Task Force Appointments- (Ackerman, Knopp, Kinsler, Von Bergen)
   - Leadership Committee has appointed task force to facilitate transition to new committee structure—(listed above).

4. School of Integrated Studies T&P Handbook Task Force
   - Will begin process of merging three departmental documents into one (Library remains separate). Departments will nominate one tenured or tenure-track faculty member, and will forward names of instructors for CAPC to choose to assure diversity of professional titles on committee.
   - Fred Guzek—should be referred to as Evaluation Tenure and Promotion Document.
   - Rick Zajac—concerned that one representative from each Department may not be enough.
   - Pat Ackerman—becomes too large—would be 8 people. Will come back to group before it is approved.
New Business

1. Course & Curriculum Proposals – Teresa Hartman
   - Move to accept course additions on pages 2-7.
     o Discussion—Kaleen—thank you for inclusive effort in crafting these changes.
     o Voted. Passed.
   - Move to accept course deletions and modifications on pages 8-10.
     o Discussion—none.
     o Voted
   - Move to accept curriculum modifications—Airport Management Option on pages 11-12.
     o Discussion—Rick Zajac—we saw this at last faculty meeting.
     o Teresa Hartman—added English 200, but not Comp 322.
     o Becky DeGreeff—voiced her concerned about removing comp 322.
     o Pat Ackerman—as a “Polytechnic,” we should keep emphasis on Liberal Arts education.
     o Teresa Hartman—don’t want be known as four-year technical college.
     o Voted. Passed.
   - Move to accept curriculum modifications to UAS major and minor on pages 13-14.
     o Discussion—Joel Matthews—concerned that 17 hours is too much for an incoming freshman. Won’t contribute to retention and student success.
     o Mike Most—hasn’t changed since last discussion. Thought there was support of reducing credit hours.
     o Joel Matthews—going from 18 to 17 not enough.
     o Jung Oh—freshmen often come in without clear idea of what they want to major in. Where does student fit in if they are undecided?
     o Mike Most—would be an advisement issue. There are enough courses that are common to several options to get them started. Eventually they will have to decide, but there is some leeway at first.
     o Teresa Hartman—first semesters are nearly identical between UAS and Airport Mgmt.
     o Drew Smith—typical student has already 18 hours accomplished when they come to us.
     o Alysia Starkey—studies show that if student can complete 30 hours in first year, they are more likely to stay. Seems counter intuitive, but more hours in freshman year may actually help with retention.
     o Aaron Westerman—concerned that there is not a lot of diversification in classes. It’s all UAS. Moving forward, would be better to diversify between options/programs.
     o Becky DeGreeff—concerned about lack of upper level communication courses.
     o Jung Oh—concerned that none of our courses require chemistry.
     o Mike Most—comparable math and sciences and humanities courses to Manhattan.
     o Voted. 1 Opposed. 13 Abstentions. Passed.
   - Move to accept curriculum deletion of Avionics on page 16.
     o Discussion—none.
     o Voted. Passed.
2. School of Integrated Studies – Search Committee for Director (Craft, Brown (co-chairs), Ackerman, Markham, Hartman, Smith, F. Guzek, Ley, Kinsler, Stephens)
   - Dean Appointed Leadership Committee as Search Committee for Academic Director of School of Integrated Studies.

For the Good of the College
Alysia Starkey—Thank you for growth in level of discussions like today.

1. Personnel Changes – Assoc. Dean Starkey
   - Mark Blanks, Bill Bochte, Rick Honeycutt, Bryan Hone, Dixie Schierlman departed/retired.
   - Dennis Stugelmeyer—New Director of Fiscal Services
   - Katherine Jones—Undergraduate Services Librarian
   - Ed Bay—Security Staff
   - Robbie Johnson—Director of Flight Operations
   - John Lawrence—Asst. Research Professor Bulk Solids
   - John Woodie—Security Staff
   - Alyssa Mustard—Academic Advisor
   - Dean Fisher—Executive Director of Enrollment Management
   - Several searches in place

2. Academic Program Team Leads – Assoc. Dean Starkey
   - Administrative appointments and formation of Curriculum Advisory Groups – 12 Disciplinary Areas, including Math/Science (Zajac), CMST(Mertz), Mechanical/Electrical (Jackson/Morse), Social Science/Humanities/Communications (Genereux), Business (Stephens), Aviation Mgmt. (Ley), Professional Pilot ( ), UAS (Most/Khan), Airport Mgmt. (Harl), ICAP (Markham), Library (Craft) Graduate Program (Raju Dandu).
   - Once we form these curriculum groups, discussions like today will go even better because of academic diversity of these groups. Would appreciate ideas on best way to create Curriculum Advisory Groups.
     - Fred Guzek— Might need to change “Business” since we have a college of business in Manhattan.
     - Tim Bower—Though name of campus will develop over time (K-State Tech, K-State Poly, etc.) are we insisting on full name?
       - Alysia Starkey—Marketing will talk about that in a moment.

3. Professional Development – QUEST & Professional Day (1/11/16) – Ackerman
   - QUEST—Bill Genereux was winner for October. If you don’t know what that means, log on to QUEST KSOL site and find out.
   - Flyer on table in back of room has upcoming learning opportunities.
   - Friday 13, 2015 last day for All-University Campaign
   - Beth Clarkson—Last Thursday of month Civic Luncheon Lecture. About voting machines.

Faculty Senate Committee Reports
1. Academic Affairs – Teresa Hartman
   - CAP committee has reported to Academic Affairs re: KU Law School 3+3 in development.
   - Will be survey sent out to students and then to faculty about gun laws. Conceal and Carry going to expire soon.
     - Fred Guzek—KBOR wrestling with legal change of how expiration of conceal and carry affects University.
   - In KSIS report, student success collaborative—report for Advisors about students’ success.
• FERPA assessment reminder has been sent.
• On agenda for November—religious observance policy discussion.

2. Faculty Affairs – Mindy Markham
• Continuing to review Section C of handbook. Plan is to have completed this semester. Majority of revisions are to incorporate language which includes professional staff in addition to faculty.

3. FSCOT (Faculty Senate Committee on Technology) – Lisa Craft
• No report

4. FSCOUP (Faculty Senate Committee on University Planning) – Drew Smith
• Manhattan-specific—University/City Fund
• Conceal and Carry expiration issue—most of it has been said already by Teresa and Fred. Have been looking at pros and cons and funding options. Of taking action/not taking action.

5. Professional Staff Affairs – Danielle Brown
• Unclassified Professional Report. Looking for ways to create career ladder structure for Unclassified Professionals. Also looking at onboarding process for Unclassified Professionals.

Additional Committee Reports
1. Graduate Program – Raju Dandu
• Offering PMT online. Focusing on recruiting in UAS/Cybersecurity.

2. SGA (Student Government Association) – Elliot Rogers
• Thanks for letting him be here to express student voice.
• Created an “ambassador” of sorts between Salina SGA and Manhattan SGA.
• Three new short-term committees
  o Legislation Review Committee
  o Student Health and Wellness Committee
  o Ballou Renovation Project Committee

3. Academic Standards Committee – Tim Bower
• Looking at policy issues beyond just reinstatement hearings.
• Math waiver policy. Students who come in with advanced math credits. Do they need to go back and take more basic math credits? Have asked instructors to come up with classes that might be substituted.
• C or better policy. Frequently requested policy to be waived for admission to courses. Not recommending change to policy. Asking units to review courses to see if prerequisites are really necessary to ensure student success. If you feel they are important, than stick with C or better policy.
• Two things coming to faculty for approval.
  o Late enrollment issue
  o Back dated drops and withdrawals.
    ▪ Raylene Alexander—dropped two students who didn’t show up for the first two weeks of class. Wanted to know if this was consistent w/ established policy.
    ▪ Tim Bower—yes.

4. Other Committee Reports
• None called for, for time concerns.

Marketing Team Update – Marketing Plan for K-State Polytechnic – Heather Wagoner
• For last three months, have been working closely with Manhattan Marketing. Have been extremely helpful. Working on local and national campaign. Talking about the “why.”
• Catch phrase is “Experience Matters.”
• New word mark. Kansas State Polytechnic Campus or Kansas State Polytechnic. Not K-State, not K Poly.
• Started w/ on-campus awareness campaign—ice cream and t-shirts. Let students know their diplomas would still say Kansas State University.
• Doing radio commercials, and Dean Fitzsimmons has done several spots. Saturating local area until week before Thanksgiving. Focusing on Salina and West. <Played radio spot>.
• Also television spots. Football games and Cox Cable. <Showed television spot>.
  o Bill Genereux—looked into smaller rural stations?
    ▪ Heather Wagoner—not right now. Trying to get best deal for our money.
  o Raylene Alexander—does Kansas State Polytechnic make people think of technical school.
    ▪ Heather Wagoner—should use Kansas State University Polytechnic Campus when first referencing the school. Then can shorten it.
  o Drew Smith—Without “University” in the Wordmark, seems like we are not part of University.
    ▪ Heather Wagoner—will share feedback with Jeff Morris.
  o Jung Oh—was there any input before Marketing made decision to drop “University?”
  o Kaleen Knopp—her business card sends a mixed message when she goes to English conference if it says Polytechnic.
  o Kaleen Knopp—can faculty be consistent with name of campus on papers that students turn in? Kansas State University Polytechnic Campus.
  o Rick Zajac—what’s the plan with Olathe’s name?
    ▪ Heather—probably will have similar look to word mark.
• Billboard in Salina on West Crawford. “Same Great Education. Brand-New Name.”
• Newspaper ads November 8 and 15. Same tag line. Two full page ads in Salina Journal.
• Digital advertising. KC, Wichita, Topeka, Dallas, Denver, Omaha. Hope to drive about 11,000 people to our web site.
• Social Media—big blitz right after name was announced. Have about 2300 followers on Facebook, 1564 on Twitter; just started Instagram, have about 180 followers.
  o Rick Zajac—#ExperienceMatters. Thought it was about how faculty has experience.
    ▪ Heather—designed to be interpreted several ways.
  o Teresa Hartman—Great New Name—doesn’t reference Salina. Confusing?
    ▪ Troy Harding—makes them wonder and look into it further. Putting question in their head is a good thing.
  o Tim—have been getting more requests for campus tours lately. Someone is doing something right.
    ▪ Heather—team effort.
  o Pat—have also never had this kind of support from Manhattan.
  o Heather—4,000 impressions on most recent digital ads and 700 clicks for Airport Management.
    Danielle—PMT 5000 impressions.

No more changing of dates of Faculty/Unclassified Staff meetings for the rest of the year. Will be Friday after Faculty Senate Meetings.

Some people going to Speakeasy after this meeting if people are interested
Motion to Adjourn – Next Meeting Friday, December 11, 2015 at 3:30 p.m.

5:31

Please mark your calendars! Regular Campus Meetings will be held each Friday following Faculty Senate Meetings throughout the 2015-2016 Academic Year.

- Friday, February 12, 2016
- Friday, March 11, 2016
- Friday, April 16, 2016
- Friday, May 13, 2016