



Kansas State University  
College of Education

*coe.k-state.edu*

2022 - 2023

# New Faculty Orientation Handbook

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## Greetings from the Dean

The College of Education at Kansas State University prides itself on the quality preparation of knowledgeable, ethical, caring decision makers for a diverse and global world. The College offers 28 undergraduate and graduate programs leading to Kansas educator licensure. As the largest preparation program in the state, we are arguably also one of the very best in the nation. Outstanding faculty, small class sizes, personalized advising, and state and national accredited programs support our excellence.

The College has been recognized by the most respected professional national organizations. The College received the National Association for Professional Development Schools Exemplary (NAPDS) Professional Development Schools award in 2022. This award is bestowed on a university with true partnerships demonstrating excellent achievement for K-12 students, future teachers, practicing teachers, and faculty members. Our partnership is built on the belief that the preparation of future teachers and K-12 school improvements should be a joint responsibility of higher education institutions and school systems. In 2021, the teacher education programs were honored by the Association of Teacher Educators for developing innovative and collaborative elementary education programming and bestowed the Billy G. Dixon Distinguished Teacher Program Award. In 2017 the Outstanding Services to Underserved Populations Award for Integrated Language Skills Program was awarded by the Association for Continuing Higher Education (ACHE). The College has been recognized by the most respected professional national organizations. In 2015 the college was recognized with the AACTE Best Practice Award in support of Global and International Teacher Education and in 2012 the Best Practice award for Professional Ethics and Moral Dispositions in Teacher Education on our education unit. The elementary education program was recognized in 2010 with the Association of Teacher Educators most Distinguished Program in Teacher Education. The College of Education was first recognized for our high-quality field experiences in the undergraduate programs with the NAPDS Exemplary Professional Development School Achievement Award in 2011. The College was also recognized in 2013 for supporting diversity with K-State's Outstanding Department for Enhancing Diversity. Finally, the college's work related to military connected students earned the 2014 Partnership of Excellence Award for Higher Education by the Military Child Education Coalition. We are proud of our award-winning college, programs and students.

Innovative centers highlight faculty service and research work through focus on science education, social studies education, rural education, evaluation, culture and language, and public school improvement. We are proud to house NACADA – the Global Community for Academic Advising, the leading association globally for the advancement of student success through excellence in academic advising in higher education. The College's interests and responsibilities are large, but so is the impact of our graduates. Almost 6,000 educators trained at Kansas State University are in Kansas classrooms and school buildings. Many others serve in roles for companies, corporations, and support our military forces. Our alumni's impact is far reaching as they carry out their professional responsibilities as knowledgeable, ethical, caring decision makers.

The most important resources our College has, is you...our faculty and staff! Our College realizes that making good choices in hiring is crucial to accomplishing our long-term goals. We also have come to understand that it is equally important to assure our new colleagues are provided the best possible opportunities to succeed.

This handbook serves as affirmation of a sincere commitment by the senior faculty and administrative leadership of the College of Education to promote your success. Designed to assist all employees, especially those more recently joining us, with many of the everyday policy and procedural details of academic life at Kansas State University, this guide addresses topics that will support your teaching, research, and service work. Please call on senior faculty, as we are here to support your integration into our academic programs and our profession.

**Welcome to Kansas State University and the College of Education.** *We are excited you are here and look forward to celebrating your successes with you!*

Debbie Mercer, Dean and Professor  
College of Education



## Kansas State University

Kansas State University is a comprehensive, research, land-grant institution serving students and the people of Kansas, the nation, and the world. Since its founding in 1863, the university has evolved into a modern institution of higher education, committed to quality programs, and responsive to a rapidly changing world and the aspirations of an increasingly diverse society.

The university is one of six higher education institutions administered by the Kansas Board of Regents, which consists of nine members appointed by the Governor and approved by the Legislature.

### History of K-State

- February 9, 1863 - Kansas was the first state to meet the requirements of the Morrill Act creating the land-grant colleges. Bluemont Central College became Kansas State Agricultural College.
- 1931- Name changed to Kansas State College of Agriculture and Applied Science.
- 1959 - The Kansas Legislature approved university status. The traditional colleges of Agriculture, Engineering, Home Economics (now Health and Human Sciences), and Veterinary Medicine were joined by Arts and Sciences, Architecture and Design, Business Administration, and Education.
- 1965 - School of Education officially becomes College of Education.
- 1991- Kansas College of Technology, Salina, merged into the university. It is now called the Kansas State University Salina Aerospace & Technology Campus
- 2011 - K-State Olathe officially opened in April 2011 making K-State a three- campus system.

Currently, the university offers more than 250 undergraduate majors and options, 73 master's degrees, 43 doctoral degrees and 43 graduate certificates in multiple disciplines across campus. Approximately 4,000 degrees are awarded annually, nearly 1000 of which are from the Graduate School.

### Mission

*The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.*

<http://www.k-state.edu/about/mission.html>

## K-State Strategic Plan

In February 2010, the university launched an ambitious planning initiative, called **K-State 2025**. The [university strategic plan](#) describes our institutional aspirations and goals for K-State in 2025. The result of an eighteen-month planning process involving hundreds of K-Staters, the plan builds off our collective history as a public land-grant institution, describes a clear vision for 2025 and identifies strategic directions to help us get there.

A new strategic planning process will begin in the summer of 2022. Read President Linton's [announcement](#) about how we will move forward planning for what the *Next-Generation Land-Grant University* can be and how K-State can be most successful and impactful.

## College of Education

### History of the College of Education

Beginning as a Department of Rural and Vocational Education in 1890, professional education evolved into the Department of Education which offered teacher education course work in the Division of Arts and Sciences. In 1950, the Board of Regents authorized a teacher education program at Kansas State; in 1962, a School of Education, tied to the College of Arts and Sciences, was created. Only three years later the Board authorized the establishment of an independent College of Education, adding approval to offer the Ph.D. in 1968.

We have a diverse student body with approximately 2,200 students; about 14% of the student body is composed of multicultural students. There are 1,100 graduate students, and of the College's 1,000-plus undergraduates, more than 85% are from Kansas. Nearly 28% of undergraduate students are first generation college attendees compared to 10% of graduate students. The College boasts graduates living in all 105 Kansas counties, 50 states and 63 countries. The college offers licensure opportunities in 28 areas, with three undergraduate degree programs, eight master's degree programs and eight doctoral degree programs. These efforts are guided by about 75 full-time faculty, as well as part-time temporary faculty, graduate assistants, and clinical instructors. The full-time faculty are assigned, on average, slightly over 60% of their time to teaching, with the remaining 40% dedicated to research, development, and professional service in proportions which range widely among individuals based on their expertise, dispositions, and the needs of the various programs.

### Overview and Mission

Today, the college is designated as the unit responsible for all teacher preparation and school licensure programs in the university; the Dean of Education has been identified as the single responsible authority for teacher education in the institution.

*The vision of the College of Education is to prepare educators to be knowledgeable, ethical, caring decision makers for a diverse and changing world.*

Our Mission is fulfilled through:

- the delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- leadership, collaboration, and service within the profession;
- and promotion, understanding, and celebration of diversity.

As of 2022, the Professional Education Unit at Kansas State University is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Kansas State Department of Education (KSDE). The next review of the Professional Education Unit will take place in 2023 under standards by the [Council for the Accreditation of Educator Preparation](#) (CAEP). The Counseling Education program is accredited by the Council for Accreditation of Counseling and Related Programs (CACREP).

Please see the accreditation page on the COE website for more details about accredited programs in the college. <https://coe.k-state.edu/about/accreditation/>

*Our college embraces accreditation as a primary means of assuring the profession that we meet its highest standards.*

Accredited Programs, Accrediting Agencies, and Review Cycles

Programs	Accrediting Agency	Status	Year of Last Review	Accreditation Period	Year of Next Review
Teacher Education	Kansas State Board of Education (KSDE)	Full	2015	7	2022
Teacher Education	National Council for Accreditation of Teacher Education (NCATE)/ Council for the Accreditation of Educator Preparation (CAEP)	Full	2016	7	2023
School Counseling	Council for Accreditation of Counseling and Related Educational Programs (CACREP)	Full	1999	7	2024

EDCATS – Educators powered by purpose

Throughout Bluemont, you'll see and hear EDCATS. Each of the letters has purposeful meaning:

- Exceptional Experience
- Dedicated Faculty and Staff
- Connected Community
- Advocates for All
- Technology and Innovation
- Student-Centered

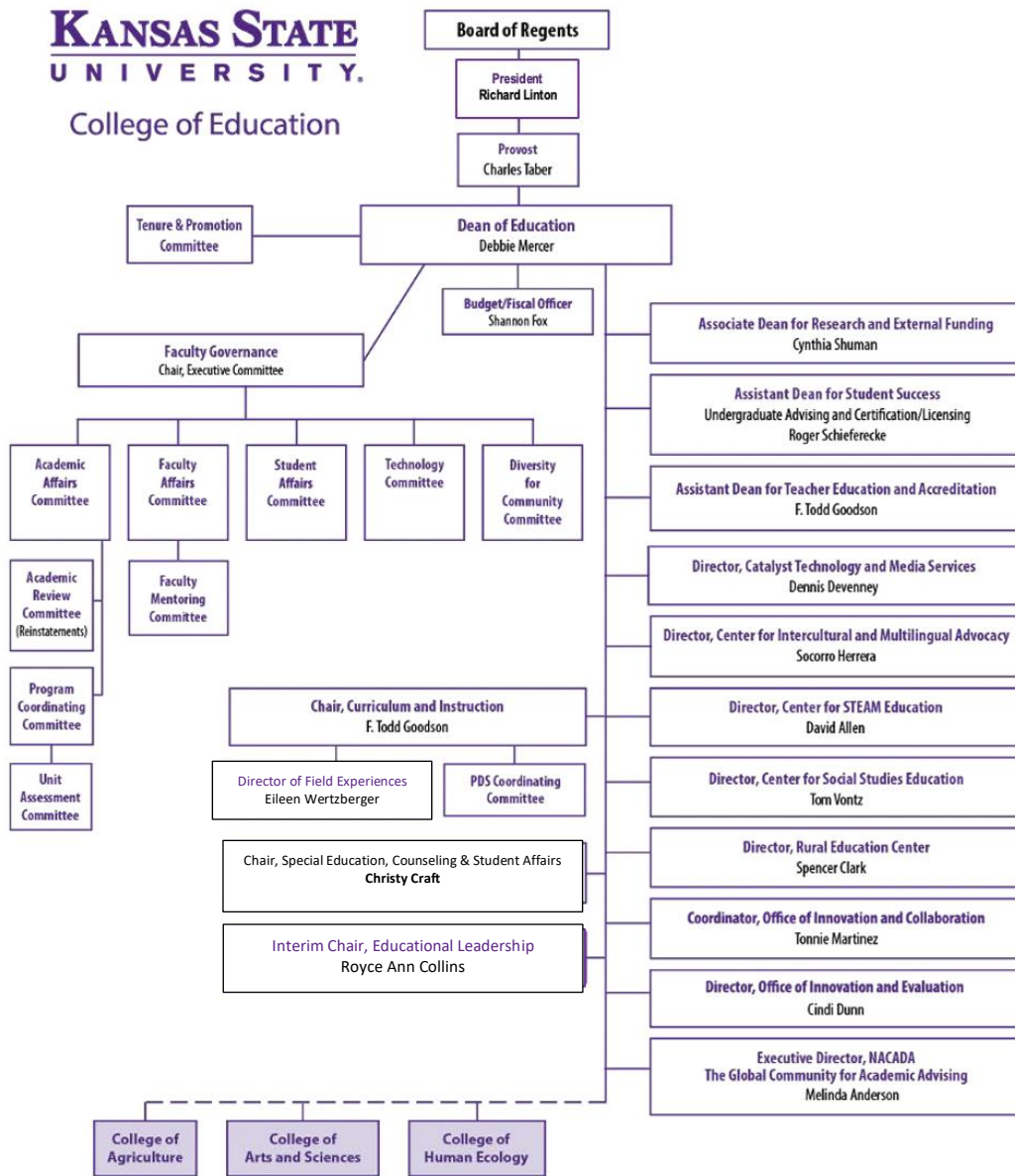
To learn more about EDCATS, see: <https://coe.k-state.edu/student-success/edcats/>



## College Administration and Governance

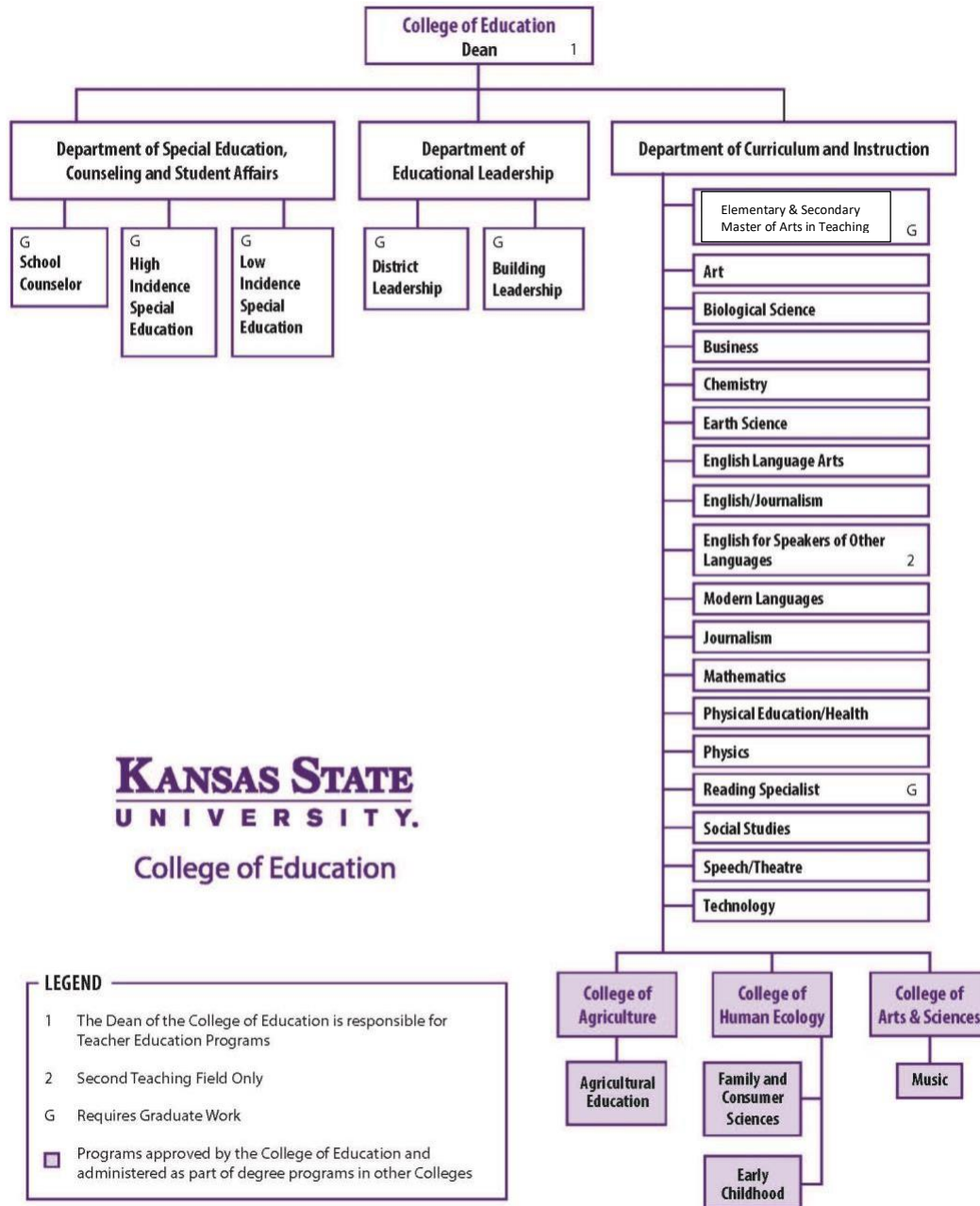
Faculty and programs are organized into three departments, each headed by an elected chair. In addition to the chairs, administrative support and leadership are provided to the college by a Dean, an Associate Dean, and two Assistant Deans.

### Administrative & Governance Structure of the Professional Education Unit



Teacher Education Programs within these colleges are approved by the College of Education and administered as part of degree programs in other colleges.

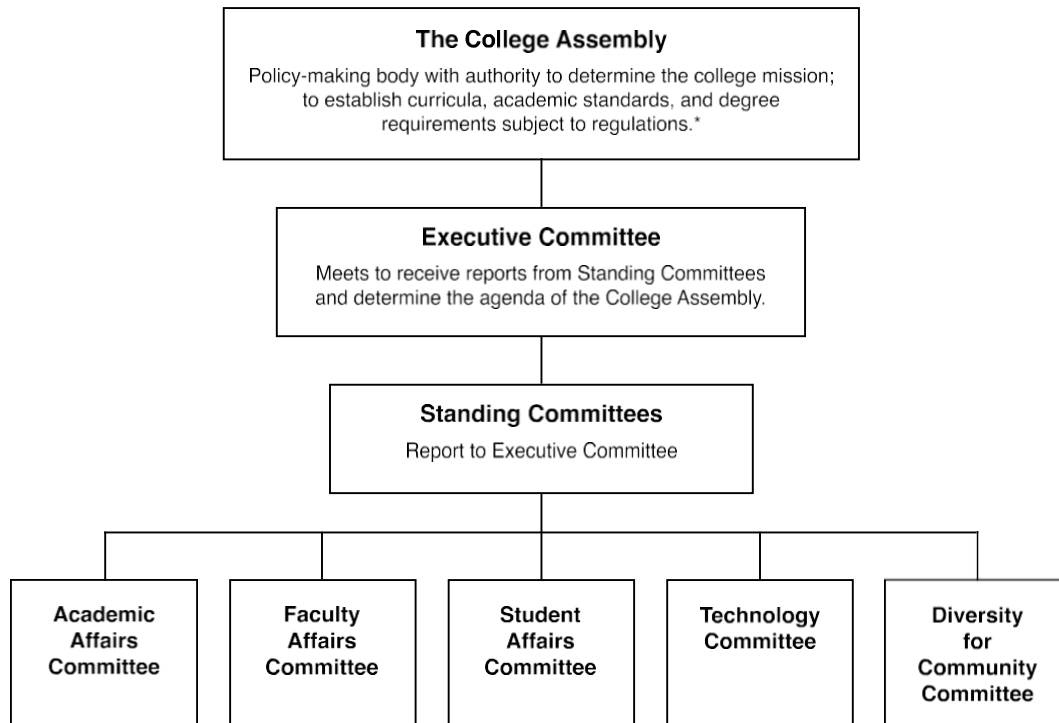
# Kansas State University Programs in the Preparation of School Personnel



**LEGEND**

- 1 The Dean of the College of Education is responsible for Teacher Education Programs
- 2 Second Teaching Field Only
- G Requires Graduate Work
- Programs approved by the College of Education and administered as part of degree programs in other Colleges

## Faculty Governance



\* Regulations refer to the university, BOR, state and federal laws and policies.

The Executive Committee and the five standing committees are made up of representatives from each department who are usually selected at departmental meetings. The Executive Committee also serves as the College's Committee on Planning (CCOPS). Each standing committee elects its own chair. Appointments and elections of chairs take place at the beginning of each calendar year. Details about faculty governance are found in the COE Policies and Procedures Manual. A pdf file is available from the COE website: <https://coe.ksu.edu/about/people/faculty-handbooks-policies.html>.

Also at this site you can find:

- K-State University Handbook
- K-State's Policies and Procedures Manual (PPM)
- Kansas Board of Regents Policy and Procedures Manual

## College Meetings

Time has been set aside for the following meetings at 8:30 a.m.:

Tuesday

- 2nd – Executive Committee of the College
- 4th – Faculty of the College

Thursday

- 1st – Academic, Faculty, and Student Affairs Committee
- 2nd – Department Committees
- 3rd – Departments
- 4th – Other Committees

## Facilities

All regular faculty and academic offices are housed in Bluemont Hall. The College of Education has priority over 42,500 square feet of office and classroom space on four floors of the building, including:

- Eighteen multi-media classrooms with state-of-the art technology
- Two mobile computer carts (containing 16 laptops each) available for checkout in Bluemont Hall
- An instructional media/technology support center and student commons area
- A combination student reading, study, and resource library on current literature related to K-12 diversity, school equity, education, and professional development materials
- A Makerspace room for lesson plan and curriculum design implementation in the classroom
- The Copy Center is located in the Catalyst (BH 016) and is available for all education faculty and staff photocopying needs, including a scanning station. Costs are charged to the department.

The college maintains a large and well-equipped media production facility with state-of- the-art editing and quality filming capabilities. These are located in the Catalyst on the ground floor of Bluemont Hall. In addition to Bluemont Hall, part of the second floor of the Unger Complex at 2323 Anderson houses the following COE offices: NACADA – the Global Community for Academic Advising and the Office of Educational Innovation and Evaluation (OEIE).

## Degrees and Program Areas

Each of the three departments provides faculty and coursework to support the three undergraduate degrees offered by the College of Education:

- Bachelor of Science in Elementary Education (K-6)
- Bachelor of Science in Secondary Education (6-12)
- Educational Studies

Eight Master's degrees offered by the College of Education:

- Academic Advising,
- Adult Learning and Leadership,
- College Student Development,
- Curriculum and Instruction,
- Educational Leadership,
- Special Education,
- School Counseling,
- Master of Arts in Teaching - Elementary and Secondary

The Doctoral degrees offered are:

- EdD and PhD in Adult Learning and Leadership,
- EdD and PhD in Curriculum and Instruction,
- EdD in Educational Leadership,
- EdD in Community College Leadership
- PhD in Counselor Education and Supervision,
- EdD in Special Education,
- PhD in Student Affairs in Higher Education,
- PhD in Leadership in Academic Advising.

For more information on each of these degree programs see: <http://coe.ksu.edu/academics>.

## Overview of College of Education Departments

### Teacher Education Programs

Although most teacher preparation programs are housed in the COE, several teacher education programs exist in other Kansas State University colleges. A degree in Agricultural Education exists within the College of Agriculture. Early Childhood Education and Family and Consumer Sciences Education are degrees through the College of Health and Human Sciences, and Music Education is a degree from the College of Arts and Sciences.

### Educational Leadership

<http://coe.k-state.edu/edlea/>

The Department of Educational Leadership offers a variety of programs under the broad leadership umbrella. At the graduate level, one programmatic focus is on developing leaders in educational settings, with an emphasis on P-12 settings. Program focus is exemplified by coursework in: school improvement, staff and curriculum development, policy analysis, educational technology, research seminars, school finance, school law, personnel administration, educational politics, school facilities, and problems-based leadership focus. Licensure preparation programs include building principals and district superintendents.

The Department of Educational Leadership further offers a professional program that focuses on the development of individuals involved in administration and education of adults. This development stresses both professional advancement and a greater understanding of adult development and education. Students acquire a wide variety of professional and practical research skills through compressed traditional courses and distance education offerings. The curriculum provides the innovative knowledge and practices necessary to develop competencies in a constantly evolving field. The major areas of emphasis in Adult Learning and Leadership include the following: Human Resource Development, Training, Extension Education, Community Education, Technology Integration, Leadership, Continuing Professional Education, Social Justice, and Adult Learning.

The Community College Leadership doctorate (Ed.D.) prepares leaders for practical leadership. The curriculum focuses exclusively on community college history, philosophy, issues, organization, programs, policy, and leadership. It is the most community college-centric curriculum ever created by a university. To encourage active and practical learning, the local community college hosting the cohort serves as a learning laboratory with real-life issues serving as projects and products for course and internship content.

### Curriculum and Instruction

<http://coe.k-state.edu/edci>

The focus of the Department of Curriculum and Instruction is the preparation of undergraduate and graduate students to teach students in kindergarten through twelfth grade.

### *Elementary Education*

The program includes three areas:

- General Education—Courses in communications, humanities, social sciences, mathematics, and natural sciences that provide prospective elementary teachers with broad content background.
- Area of Concentration—A group of courses with related content which will enhance teaching in elementary/middle school classrooms.
- Professional Education—Courses in human growth and development, educational psychology, foundations of education, teaching in a multicultural society instructional media, exceptional children, and methods of teaching the many different subjects covered in the elementary classroom.

### *Secondary Education*

Secondary educators teach in high schools, junior high schools, and middle schools, grades 6-12.

Secondary teachers prepare to teach in one or more content areas, which are listed at the end of this section of the Faculty Guide. The secondary curriculum has three parts:

- General Education—Courses in the communications, humanities, social sciences, quantitative sciences, and natural sciences.
- Teaching Field(s)—In-depth preparation in one teaching field (subject area) which include:

Agricultural Education	Modern Languages -
Art Education	• Chinese
Biological Sciences	• French
Chemistry	• German
Earth Science	• Japanese
English	• Spanish
English/Journalism	Music Education
Family & Consumer Sciences	Physical Education/Health
Journalism	Physics
Mathematics	
- Professional Education—Courses in teaching such as human development, educational psychology, methods of teaching, foundations of education, exceptional children, and multicultural and interpersonal relations.

### *Educational Studies*

The Bachelor of Science Degree in Educational Studies prepares successful candidates to participate in shaping and making educational policy, working with youth in non-school settings, preparing for international teaching, or participating in the entrepreneurial realm. Thematic focus and electives to the program will allow students to personalize their program to meet their goals. Themes may focus upon, but are not limited to:

- Global Education and Development
- Museum, Non-Profit, and Outreach Education
- Outdoor Education
- Pastoral and Religious Education
- Pedagogy for Educational Contexts
- Social Justice Education

Special Education, Counseling and Student Affairs  
<http://coe.ksu.edu/secsa/>

The Department of Special Education, Counseling, and Student Affairs has these components:

- Academic Advising
- Counselor Education and School Counseling
- Special Education
- Student Affairs in Higher Education and College Student Development

These components have a mission of preparing knowledgeable, ethical, caring decision-makers who demonstrate inclusive perspectives toward the context of groups and institutions, student development and learning, teaching and guidance; inquiry and research methods; and research enlightened clinical application, consultation, and practice.

Faculty in Counseling and Student Affairs programs serve the Department's mission in three areas of professional commitment:

- Delivery of exemplary instruction to undergraduate and graduate students;
- Production, interpretation, and dissemination of sound and useful research, scholarship, and other creative works;
- Provision of leadership, consultation, collaboration, and service within the profession.

Faculty in Special Education prepare knowledgeable, ethical, caring decision-makers with special educational needs in the context of diverse and inclusive social groups, communities, families and students. To accomplish this goal, students are prepared through assessment and intervention, leadership and collaboration, clinical application, research and practice. Teaching endorsement areas are offered in high and low incidence Special Education.

The Special Education program at Kansas State University serves three purposes:

- to prepare undergraduate education students for working with exceptional students in the regular classroom;
- to prepare teachers at the graduate level for teaching exceptional children and youth in special education programs;
- to prepare personnel for special education administration and/or coordination of special education program.

The Academic Advising program at Kansas State University offers both masters and doctoral degrees. The online master's degree in academic advising provides a coherently structured set of courses for professional education, emphasizing the need to recognize the contributions of diversity, theory, practice and research to professional advising. Designed in partnership with NACADA, The Global Community for Academic Advising, the program aims to prepare you to contribute to college student development and learning in a variety of ways. The doctoral program emphasizes the need to recognize the contributions of diversity, theory, practice and research to professional advising. It is offered as a specialization within the counseling and student development doctoral program.

### Professional Development Schools

K-State was an early explorer and developer of the concept of Professional Development Schools (PDS). Our PDS partnership includes elementary, middle, and high schools from Manhattan-Ogden, Geary

County, Riley County and the Kansas City region to represent inner city, rural and small-town learning environments. The vision of the KSU PDS Partnership is to collaboratively improve our teacher preparation program while simultaneously improving K-12 education to enhance the quality of teaching and learning at all levels of schooling for all students and educators. More specifically, PDS partners are committed to preparing educators to meet the changing needs of all diverse learners, particularly those learners with the greatest educational needs. Through the Rural Education Center, the college has established a rural PDS network to help address rural schools' most pressing needs, provide a forum to share best practices, explore grant opportunities and highlight accomplishments. In the 2021-2022 school year, the rural PDS network included:

- Belle Plaine USD #357
- Bluestem USD #205
- Clay County USD #379
- Dighton USD #482
- Goodland USD #352
- Lakin USD #215
- Liberal USD #480
- Nemaha USD #115
- Prairie Hills USD #113
- Renwick USD #267
- Skyline USD #438
- Troy USD #429
- Twin Valley USD #240
- Washington USD #108

## Faculty Expectations – Teaching, Research and Service

The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

### Teaching and Advising

In the College of Education, faculty teaching assignments vary by department. For example, in the Department of Curriculum and Instruction, a full teaching load is currently defined as nine hours per academic semester. Such an assignment could be comprised of one undergraduate course, one graduate course, and practicum/student teacher supervision. In other departments, some may teach only graduate courses. Here, a typical graduate course load would be fifteen hours per academic year, e.g., nine hours in the fall and six hours in the spring semesters. In general, departmental faculty teach both undergraduate and graduate courses.

Courses may be taught on campus or off campus through Global Campus. Schedules of course offerings are determined in advance by the faculty in each department, in consideration of student needs and other faculty assignments.

Student advising within each college is the direct responsibility of the college dean, although most advising is done at the departmental level. Advising students is one of the most important responsibilities of the teaching faculty. Moreover, they are expected to act as more than mere guides through routine scheduling difficulties, such as signing forms in order to drop and add classes, and are to serve as a direct link between the students and the University. ***(In the College of Education, the Center for Student Success and Professional Services advises undergraduate elementary and secondary majors through their academic program.)***



In order to fulfill their duties, both undergraduate and graduate faculty advisors must:

- Make themselves familiar with the curriculum and courses necessary to meet the program requirements within the college.
- Become acquainted with the various resources available under the Student Services program and elsewhere within the University organizations.
- Maintain and post reasonable office hours during which students may meet with them, as required, to discuss any aspect of their scholastic career, especially issues related to the student's progress and plans for subsequent work.
- Familiarize themselves with administrative, University, and departmental regulations, procedures, and scheduled activities relating to the advising process.

Points to remember:

- The number of advisees assigned to a faculty member will vary both across and within departments. Work with advisees typically consists of enrollment advising and office appointments associated with the student's curriculum.
- To advise graduate students, one must be formally admitted to the K-State Graduate Faculty. The process of attaining membership requires evidence of research productivity in the form of publications, grants, fellowships, or other scholarly activity. Nomination to the Graduate Faculty is at the departmental level and is approved by the Graduate Council. Graduate advising engages the faculty as mentor in a variety of student-centered activities such as: planning a program of study; choosing a committee; developing the prospectus for a master's thesis or doctoral dissertation; supervising research; coordinating master's orals and PhD/ EdD preliminary examinations; directing the dissertation; chairing the final defense.

Regular faculty (i.e., those with full or part-time appointments at professorial or instructor ranks) who are admitted to the Graduate Faculty may vote in elections, participate in Graduate Faculty meetings, and sit on the Graduate Council. They may serve on advisory, supervisory, and examining committees for master's degrees and doctorates; serve as major professors for master's candidates; and teach courses for graduate credit in the field of specialization as assigned by the department head; and, if certified, serve as major professors for doctoral candidates.

The Graduate Faculty maintains the broad framework for all graduate study. Within this framework, the graduate faculties of departmental and interdepartmental programs stipulate programmatic requirements for individual programs of study. Although considerable latitude is permitted, minimum requirements for admissions, courses, languages, research, and other matters are established under the authority of the Graduate Faculty. For more information on Graduate Faculty expectations visit the Graduate School website at: <http://ksu.edu/grad/>.

### Research and Other Creative Endeavors

Research at Kansas State University—with support from the state as well as from federal and private sources—is recognized as an essential part of the university's responsibility. At the most advanced levels, research is the mode of learning. Therefore, it is important to budget faculty time for research, to coordinate projects, and to provide guidelines and services for obtaining support and information. Many ways exist to document one's research, scholarship, and creative endeavors. The following are some examples:

- Publications. Publishing your work is one of the most classic activities associated with being a university professor. Published works may be refereed, un-refereed, or invited. Examples of typical publications include but are not limited to the following:
  - Journal articles
  - Books
  - Monographs
  - Journal Columns or Feature Articles
  - Newsletter Articles
  - Book reviews
  - Papers published in conference proceedings/yearbooks
  - Grants/contracts
  
- Presentations. Professional Conference Paper, Panel, and Round table. Presentations given at Local, State, Regional, National, and International Conferences. Papers presented at professional conferences often form the basis for articles later submitted for publication. Active participation in the professional organizations of one's discipline provides the academic with a powerful resource for professional development, as well as networking capabilities.
  
- Productions. Evidence of scholarly activities may also be presented through innovative techniques, often in the context of technology. For example:
  - Videotapes: Lectures, Demonstrations, Model Lessons
  - Interactive Computer Programs
  - Multi-media Presentations
  - Web Pages/Sites

Writing proposals for outside funding for research, development, and other educational activities is strongly encouraged in the College of Education. Although funding is more readily available in some fields than others, collaborative work with other departments in the college and university is encouraged and often successful.

### Extramural Funding

Externally funded programs, projects, and research have increased greatly with the College of Education receiving nearly \$5 million annually. Support for identifying funding sources and developing proposals is provided by the K-State Office of Research Development (ORD) and the COE Office of the Associate Dean. The team in the ADR office is available to meet with faculty and staff to review funding opportunities, develop project plans and timelines and discuss funding program requirements.

External funding is a priority in the College of Education and has been an important element of the 2025 goals of the College and the departments. COE faculty members are expected to develop proposals to seek external funds for their research efforts, to enhance their work as faculty and to further the mission of the college. These efforts will be coordinated and facilitated by the Office of the Associate Dean for Research and External Funding. See the ADR website for additional details and resources: <https://coe.k-state.edu/research/>.

Information about available funding opportunities can be obtained from the Office of Research Development (ORD) in 102 Fairchild Hall, which distributes a weekly newsletter directly to your in-box on Wednesdays and is also available via K-State Today (<https://www.k-state.edu/today/>) on Thursdays.

The KSU Policies and Procedures Manual on the KSU website: <https://www.k-state.edu/policies/ppm/7000/7010.html> has important information for those faculty interested in pursuing external funding and writing proposals. Important numbers, support services, legal issues, information about routing, time required for the process, and budgets are all part of this excellent resource.

The K-State ORD website has information about funding sources that can be accessed directly from here <https://www.k-state.edu/research/faculty/funding/>. Obtaining funding for sponsored projects allows the development of specific programs of research or development. However, remember:

- Managing a project takes time and energy; include enough support in the proposal to allow completion of normal assignments in proportion to the time needed for the project.
- Depending on the nature of the proposal consider that new sets of responsibilities will be required; there sometimes are different rules for expending moneys.
- Faculty, who already have sponsored projects, OEIE and Pre-award Services in Fairchild Hall are important resources for helping “learn the ropes” as grants are managed.
- Consider that such efforts are often difficult to manage because of differences in faculty requirements, time for collaboration, and funding issues.
- Consider realistically how much time should be funded by the grant agency.

## Service

The faculty of our college participates in a wide range of services, such as the following:

- Service to the department:
- Committee chair or membership
- Director or coordinator of some aspect of the program
- Course & Curriculum Development—in relation to program development, State and NCATE review process, etc.

Your department Chair can provide additional details and examples of service, so be sure to check with them to learn more about specific expectations. More broadly, the activities below represent different types of service activities.

Service to the college:

- Task force or committee chair or membership
- Student organization advisor

Service to the university:

- Task force chair or membership
- Committee chair or membership
- Faculty senator
- Presidential lecturer

Service to public and private schools and the community:

- Presentations
- Workshops
- Consulting
- Committee or board officers or members

Service to the profession:

- Journal editor or Journal consulting editor
- Editorial review board
- Board of directors, officer, etc.
- Committee chair or membership (i.e., conference planning)
- Book review for publisher
- Presider at conference presentation

### Annual Faculty Reviews

The K-State Faculty Handbook <https://www.k-state.edu/provost/universityhb/fhsecc.html> (Section C30.1 - C41.4) outlines requirements for annual faculty reviews. Departments determine specific processes to conduct an evaluation of summaries of their professional endeavors (teaching, scholarly and creative activities, and service) from the previous calendar year. Department by-laws guide these processes. Please talk with your Chair about the details for your department.

### Mid-Probationary Review

The purpose of the mid-probationary review is to provide the candidate with critical feedback on strengths, areas to develop, and recommendations and advice regarding progress toward tenure. Further, the review is to provide the candidate greater breadth of feedback than may be available at the departmental level and to simulate the final promotion/tenure review process. The K-State Faculty Handbook <https://www.k-state.edu/provost/universityhb/fhsecc.html> (Section C92.1 and C92.2) describes the requirements from the university..

### Consulting Activities and Outside Work

Faculty members are expected to give full professional effort to their assignments of teaching, research, extension, and service. Therefore, it is inappropriate for faculty to engage in other gainful employment that:

- is incompatible with the University's mission;
- requires substantial time away from the University;
- or interferes with the faculty member's designated professional responsibilities. Personal business unrelated to the University may not be transacted from a University office.

Faculty members may accept outside consulting assignments that support professional growth, as long as the assignments do not interfere with the effective discharge of University responsibilities. Regular instructional service to other educational institutions while fulfilling contractual responsibilities to K-State is not normally considered an appropriate consulting activity. Faculty members who perform consulting services outside the University:

- Must obtain prior approval of their department head and dean with final approval by the Provost. The K-State Consulting Request form is available at the Employee Self Service website

- Report outside activities in writing for inclusion in personnel files of the appropriate department head and dean, and in the provost's office.

### Mentoring Program

Developed to support tenure-track faculty, the program was first piloted in 1999-2000. The Faculty Mentoring Program is directed by the Mentoring Steering Committee and Coordinator, and is a sub-committee of the Faculty Affairs Committee.

Mentoring Program activities include formal mentor-mentee matches, monthly lunches, and other activities. Mentoring may be done in pairs or triads. Mentees may also be involved in special groups such as an interest group in a specific research area. The mentoring relationship may be as formal or as informal as developed by the pairs/triads. Ongoing evaluation is a part the Mentoring Program.

### Unclassified Professional Staff Expectations

Expectations for unclassified professional staff are established within each unit. Check with your supervisor for details based on your position, as well as specific processes and procedures, such as annual reviews, used within your unit. University guidelines for unclassified professional staff can also be found in the K-State Handbook <https://www.k-state.edu/provost/universityhb/fhsecc.html>.

## Orientation Information for New Faculty and Staff

### College & Departmental Resources for Faculty and Staff

In the College of Education, the departments provide resources for faculty in similar ways, yet departments may have slight variations in procedures. In general, the procedures for the day-to-day tasks are listed below. Check with your department chair or departmental secretary as questions arise.

#### Business Cards and Name Tags

Faculty may request business cards and/or name tags through the department support staff. Costs are charged back to the department.

#### E-mail Account

- An e-mail account can be established at <https://www.k-state.edu/its/eid/>
- For Ethernet connections, contact The Catalyst.

#### Faculty ID

A picture faculty ID may be obtained at the K-State ID Center on the ground floor of the K-State Student Union. You will need to bring proof of your appointment. The ID is used for such transactions as borrowing books from the library. Phone: (785) 532-6399.

#### Keys

Departments will guide the process for obtaining the required keys (room key, departmental office, etc.). Keys may be picked up at the Power Plant. You must bring your faculty ID or appointment papers when signing for the key(s).

### Maintenance

Trash is emptied once a week. Other maintenance of the office is the inhabitant's responsibility. If you have special maintenance needs (e.g., light bulbs) contact the departmental support staff to report the problem. Check with your department chair before painting your office.

### Office Hours

By University policy, faculty members are required to post and maintain reasonable office hours to assure their availability to students, colleagues, administrators and university constituents.

### Scheduling Time

Individually, faculty members are unclassified, professional employees of the State of Kansas. Assigned duties vary but traditionally a portion of most faculty appointments entails self-generated creative activity. Faculty members are expected to establish an appropriate work schedule which will allow them to accomplish all of these assigned duties, including classes, meetings, and posted office hours. When absences can be anticipated, arrangements for another faculty member to assume scheduled duties should be made by the faculty member concerned.

### Parking

Parking permits (valid August 1 – July 31 annually) are available through Parking Services located in the Parking Garage. A staff permit allows parking in designated parking lots. You will need to bring your appointment papers to the Parking Services office to get a permit. Online renewals after the initial purchase through the K-State Parking Portal. <https://www.k-state.edu/parking/>

### Campus police

Campus police may be reached at 911 for emergencies, and 532-6412 for non-emergencies. Their email is [police@ksu.edu](mailto:police@ksu.edu).

### Departmental Support Staff

The departmental support staff are a resource for many of your needs from ordering supplies to submitting travel expenses for conferences and off-campus teaching. For questions about the University's policies and procedures, they have or will be able to find the answers. For example, if you need to reserve a room, you may coordinate this with the departmental support staff.

### Student Employees

Departments with student employees may make them available to help with some tasks. Requests for student assistance usually go through the department administrative assistant or the department chair.

### Supplies

The department office usually will have envelopes, paper, pencils, and pens, file folders, and note pads. It is appropriate to use department or college letterhead and materials for university-related activities, but not for personal matters. If/when this distinction is unclear; discuss it with your department chair.

## Teaching Materials

Department chairs can be contacted about the availability of funds for textbooks, videos, etc. Special consumable supplies (e.g., chart paper and markers) for teaching may be ordered through the departmental support staff.

## Travel

State owned vehicles may be used when available and when they are the most economical mode of travel. State vehicles driven within the scope of the authority granted by the University are covered by liability, property damage, and medical payment insurance.

When the use of a personal car on University business is necessary for in-state travel or to border cities, the owner of the vehicle is entitled to the current mileage allowance plus road and bridge tolls and parking fees at terminals while continuing the trip. No other expenses are reimbursed.

On out-of-state trips, the driver (as single occupant) of a private car is reimbursed for the lesser of the mileage and toll fees or economy air fare to and from the terminal nearest his or her destination with subsistence based on time needed for fastest public transportation available. If there are two or more official travelers, the driver (owner) is entitled to current mileage allowance plus toll fees, with subsistence based on time needed by car via usually traveled route.

Any student, faculty, or employee operating a private car or other private vehicle, including boats, airplanes, motorcycles, or other type of motor vehicle, on official business must have in force liability insurance for personal injury with coverage of at least \$100,000 per person and \$300,000 per accident.

Travel by airplane is limited to economy or tourist classes. Reimbursement for more expensive accommodations requires a statement from the airline or travel agent that less expensive accommodations were requested but were not available.

## Travel Funds

- The department chair usually designates the amount of travel money allotted for professional meetings and conferences.
- Faculty members are usually allotted several hundred dollars each year for out-of-state travel- this can be supplemented with other money.
- The department support staff can help you with the travel arrangements.
- Food expenses are reimbursed on a per diem rate if you stay somewhere overnight; other expenses require receipts.
- Travel requests should be submitted as early as possible; it may take several weeks for out-of-state travel to be approved.
- Reimbursement for travel expenses are directly deposited in your bank account and you receive an email verification of dollar amount.
- The departmental support staff has forms for travel and reimbursement requests. All required receipts and documentation should be submitted promptly so the reimbursement can be processed in a timely manner.

## Ground Floor Offices and Personnel

Who's Who on the "Garden Level" of Bluemont Hall

Name	Title	Room Number
Sandra Avalos	Advisor/Center for Student Success & Prof Services	BH 013
Kelly Briggs	Advisor/Center for Student Success & Prof Services	BH 013
Gloria Burgert	Grant Specialist	BH 017
Amanda B. Causey	Graphic Design Specialist	BH 016D
Dennis Devenney	Director/Catalyst Technology	BH 016H
Lori Duncan	Administrative Specialist – Associate Dean's Office	BH 017
Joe Duntz	Project Associate - Licensure	BH 13
T.J. Duntz	Advisor/Center for Student Success & Prof Services	BH 013
Rusty Earl	Video Production Specialist	BH 016
Susan Erichsen	Grant Specialist	BH 002A
Shannon Fox	Budget/Fiscal Officer	BH 007
Jeanette Grauerholz	Human Resources Officer	BH 002C
Morgan Jobe	Program Coordinator	BH 017
Marcus Kidd	Asst. Dir. for Recruitment/ Center for Student Success & Prof Services	BH 013
Sam Mangrio	Data Analyst	BH 018
Mechelle Martinez	Advisor/Center for Student Success & Prof Services	BH 013
Tonnie Martinez	Coordinator of Innovation and Collaboration	BH 009
Val McKain	Copy Center & Resource Support/Catalyst	BH 016
Debbie Mercer	Dean, Professor	BH 006
Pam Monroe	Executive Assistant to the Dean	BH 006
Diane Murphy	Sr. Asst. Director/Advisor/ Licensing Officer Center for Student Success & Prof Services	BH 013
Michelle Musser	Accountant	BH 002B
Jason Ruggels	Information Technology Manager	BH 16
Roger Schieferecke	Assistant Dean/ Center for Student Success & Prof Services	BH 013
Cindy Shuman	Associate Dean for Research & External Funding	BH 017
Kyle Wilson	Video Production Assistant	BH 016
Taylor Witte	Event Manager and Special Projects Coordinator	BH 013



## Resources, Centers and Services

### Catalyst Technology and Media Services

<https://coe.ksu.edu/academics/departments/catalyst/>

Located on the ground floor of Bluemont Hall, the Catalyst provides a variety of services, technology equipment, and instructional materials for faculty, staff and students. Professional quality print, digital, and video materials are produced for faculty and staff. Students use the Catalyst to study and prepare materials for use in class projects and in student teaching. Technology equipment of many types is maintained and provided by the Catalyst. The Catalyst also houses the **COE Copy Center**. Dennis Devenney is the Director of the Catalyst.

**Equipment Scheduling** – Equipment may be reserved by e-mailing Media Scheduling at coesched@ksu.edu, by calling 532-5926, or by filling out a request form at the Catalyst front desk in 016 Bluemont Hall; or online at <https://coe.ksu.edu/academics/departments/catalyst/equipment-reservation.html>

**Technology Support** - available for COE faculty, staff and students, includes:

- Assistance to faculty and staff with hardware (computers, printers, scanners, mobile devices, network connections) and software (e-mail, video presentation, word processing, image editing, web) in their office.
- Support for the use of computers, mobile devices, mobile labs and workstations, video capture and display equipment in Bluemont Hall.
- Assistance to students with printing, scanning, and general use of computers and software for classroom assignments.
- Troubleshooting and regular maintenance on computing devices and technology equipment in Bluemont Hall and the Catalyst.

**Digital Media Services** offers help with design (fliers, posters, publications); website production and management; digital photography; video production and editing; and CD/DVD authoring. Costs are charged back to the department.

**Instructional Services** teaches people how to use technology – both hardware and software. Consultation for instructional technology integration is also provided.

**Network Services** assists with network and Internet connections for access to internal and external sources of information.

**Communication Services** also resides in the Catalyst, providing assistance with news announcements and dissemination.

### Center for Rural Education

The Center for Rural Education was approved by the Kansas Board of Regents and established as a part of the College of Education at Kansas State University in 1978. The Center focuses its efforts upon the improvement of the education of the children of rural schools of Kansas and the regional area served by Kansas State University. The Center also serves as an advocate for rural education and represents the interests of rural schools at the state, regional and national levels. Schools for Quality Education are

housed in the Center. J. Spencer Clark is the Director of the Center for Rural Education. Visit the website at <https://coe.ksu.edu/academics/departments/rural-education-center/>

### Center for STEAM Education

The Center for STEAM Education is dedicated to improving the quality of science, technology, engineering and mathematics education throughout Kansas and beyond. Most work focuses on strategies to integrate contemporary STEAM research in K-12 classrooms. David Allen is the Director of the Center for STEAM Education. Visit the website at <https://coe.ksu.edu/academics/departments/center-for-steam-education/>.

### Center for Social Studies Education

The Center for Social Studies Education serves the K-12 social studies education communities of Kansas, the nation, and the world by providing high quality professional development, conducting rigorous research and evaluation, and disseminating curricular and scholarly resources. Tom Vontz is the Director of the Center for Social Studies Education and Brad Burenheide is the Associate Director. Visit the website at <https://coe.ksu.edu/academics/departments/center-for-social-studies-education/>.

### Center for Student Success and Professional Services

Undergraduate students receive advisement and ongoing assistance including graduation checks from the Center for Student Success and Professional Services. The Center consists of a nine-office complex with a Director, a licensure officer, and education advisors. Visit the website at <https://coe.ksu.edu/academics/departments/center-for-student-success-professional-services/>.

### Center for Intercultural Multilingual Advocacy (CIMA) Center

The mission of CIMA is to foster knowledge through teaching and learning, ethics through action and reflection, and advocacy through compassion and commitment. The work of CIMA focuses on educating in-service and pre-service teachers in the best practices concerning culturally and linguistically diverse student populations. Socorro Herrera is the Director of the Collaborative Intercultural Multilingual Advocacy Center. Kevin Murry is the Director of Research & Development. Visit the website at <https://coe.ksu.edu/academics/departments/center-for-intercultural-multilingual-advocacy>

### Council for Public School Improvement

CPSI was established in 1985 and focuses on enhancing the quality and effectiveness of public school instruction and student achievement through targeted professional development. Tonnie Martinez is the Executive Director. Visit the website at <http://coe.ksu.edu/cpsi/>.

### Kansas Educational Leadership Institute (KELI)

The mission of the Kansas Educational Leadership Institute is to collaborate and share resources to support professional growth of educational leaders needed in Kansas schools for the 21st Century. Mischel Miller is the Executive Director. Visit the website at: <http://coe.ksu.edu/keli/>.

### Kansas Foundation for Agriculture in the Classroom

The mission of the KFAC is: "Connecting classrooms to Kansas agriculture." The KFAC Board of Directors have also adopted the following as the KFAC Vision Statement: "Agriculture in every classroom every

day.” Nancy Zenger-Beneda is the Executive Director. Their website is located at <http://ksagclassroom.org>.

### NACADA – The Global Community for Academic Advising

NACADA promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students. NACADA provides a forum for discussion, debate, and the exchange of ideas pertaining to academic advising through numerous activities and publications. NACADA also serves as an advocate for effective academic advising by providing a Consulting and Speaker Service and funding for Research related to academic advising. Melinda Anderson is the Executive Director. Visit the website at <http://www.nacada.ksu.edu/>.

### Office of Educational Innovation and Evaluation

OEIE conducts program evaluations of both large and small-scale projects for a broad range of clientele in educational institutions, governmental agencies, and foundations. Established in 2000 and affiliated with Kansas State University’s College of Education, OEIE has a wide depth of evaluation experience and expertise, including projects within the fields of agriculture, engineering, public health, education, and workforce development. Dr. Cindi Dunn is the Director of OEIE. Visit the website at <http://oeie.ksu.edu>

## Faculty/Staff Resources

### Graduate School

The Graduate School provides complete support for graduate students and faculty. All faculty who teach graduate classes must be approved by the Graduate School’s Graduate Council which is made up of graduate faculty from across the university. The Graduate School manages student records once they are admitted to graduate programs. It is located at 119 Eisenhower Hall. Phone: 785-532-6191 or 1-800-651-1816; Email: [grad@k-state.edu](mailto:grad@k-state.edu). Visit the Webpage at <http://k-state.edu/grad/>.

### Hale Library

#### Important Phone Numbers

- Education Librarian, Laura Bonella: 532-2835
- Library Help 532-3014
- Circulation and Reserves 532-3014
- Interlibrary Services (ILS): 532-7440

For detailed information about the following resources and services visit the library web page at <http://lib.k-state.edu/>.

#### Materials

Use the Search It box on the libraries' web page to locate books, journals, videos, CDs, government publications, electronic books, and other items owned by the library. Faculty can borrow most materials for 6 months with a K-State ID. Bound journals circulate for 7 days and videotapes/DVDs circulate for 30 days. Reference materials and current periodicals do not circulate.

Electronic databases and journals can be accessed from your home or office. From off- campus, you will need to login when prompted with your eID and password to be authenticated as a K-State user. To see the database list, use the database link under the Search It box on the libraries' web page.

## Services

The Social Sciences/Education/Business Librarians, Laura Bonella and staff are available to assist you and your students in a variety of ways including: help with accessing and using library resources, course-related library instruction, information about publishing and copyright, help with locating materials to support class instruction, and course bibliographies. Frequently requested classes include how to use databases such as ERIC, Education Full Text, Dissertations and Theses Full Text, and information about citation managers, such as Zotero, as well as overviews of library resources needed for the literature review process. Please contact the Education Librarians to request a class, or if you would like assistance in planning a library assignment. In addition, many general classes are offered at various times in the library on a walk-in basis, and online tools are available at: <http://www.lib.k-state.edu/services>.

**The Education Subject Guides** contains information about databases, digital collections, ejournals and other resources for students, faculty and staff members. They can be found at [http://guides.lib.k-state.edu/sb.php?subject\\_id=38546](http://guides.lib.k-state.edu/sb.php?subject_id=38546).

**General library help** is available at the central help desk on second floor, by telephone, through e-mail and through instant messaging. See Ask Us at <https://lib.k-state.edu/services-support/research-help/>

**Interlibrary services:** You may request journal articles, books or other items that K- State Libraries do not own by completing online request forms. Most journal articles can be delivered electronically within 2-3 days. Registration form can be found at <https://lib.k-state.edu/services-support/interlibrary-loan/>. ILS also provides Document Delivery Service by scanning articles in locally held journals and sending the file to faculty members.

**Distance Learners:** These services are also available for students that commute or take online courses. Librarians can help distance students and faculty by email, phone or Zoom teleconferencing. Interlibrary Services will mail K-State materials to distance learners. More information can be found at <https://lib.k-state.edu/services-support/interlibrary-loan/distance-users/>.

Division of Information Technology  
<https://www.k-state.edu/it/>

## Technology Training

Instructor-led workshops, individual consultations, and online training for faculty, staff, and graduate students. Topics include resources such as Canvas, KSIS, Mediasite, NVivo and KSIS. See the current list of trainings available at: <https://www.k-state.edu/it/resources/communications-training/training/>.

## Faculty and Staff

This page contains a shortlist of services and information K-State faculty and staff need. From information about wireless networks on campus and services and training available, check here for details: <https://www.k-state.edu/it/resources/faculty-staff/>.

## Duo Two Factor Authentication

K-Staters' personal data and research are at risk now more than ever. With so much personal and institutional information to safeguard, the Division of Information Technology has implemented a two-factor authentication system, which uses two steps to identify individuals who access K-State's systems. You will need to enroll in this authentication system. <https://www.k-state.edu/it/cybersecurity/duo/>

## Division of Communication and Marketing

The Division of Communications and Marketing, or DCM, provides strategic communications and marketing leadership for Kansas State University. As part of these efforts, DCM provides tools for faculty and staff, such as K-State themed zoom backgrounds, Powerpoint templates, name tags, etc. These can be accessed at: <https://www.k-state.edu/communications-marketing/brand-style/assets-downloads/>

## Student Programs, Societies & Organizations

### University Honors Program for Undergraduate Students

The University Honors Program offers high achieving undergraduate students opportunities to participate in selected honors courses and to interact with faculty and other honors students on campus. Requirements for admission for freshmen are based upon high school academic performance while transfer students are admitted based upon academic performance in university courses. Students who complete the honors program requirements are recognized at commencement and honors program completion is noted on academic transcripts. The website for the K-State Honors Program is <http://www.k-state.edu/ksuhonors/>. This website provides you with the complete program requirements. For more information, contact Kelly Briggs, COE Honors Coordinator, by e-mail: [kbriggs10@ksu.edu](mailto:kbriggs10@ksu.edu) or phone: (785) 532-5524.

### Mentors Instructing Students Toward Effective Role Models (Call me MISTER)

The Call Me MISTER program's mission is to increase the pool of available male teachers from a broader more diverse background particularly among the state's lowest performing elementary schools.

- Program Coordinator – Javier Martinez

The following student organizations are open to all College of Education undergraduate students.

### EdCats Student Council

- The purpose of the Council is to further the best interest of the College, to maintain and support all student activities; to provide improved relationships between students and faculty/administration; and to conduct such business as may come before COE students.
- It is composed of 15 elected members, 3 College of Education senators, and 2 faculty advisors.
- Advisors: James Alberto

### Kansas National Education Association – Student Program

- The purpose is to promote the advancement of the profession. It provides the service of monthly publications and liability insurance when observing/working with students in schools. All COE students are eligible to join.
- Advisor: Dr. Lori Goodson and Dr. Suzanne Porath

### College of Education Ambassadors

- Serves as host group for prospective student events.
- Members are selected through an application process each spring semester.
- Advisor: Marcus Kidd

**Kappa Delta Pi Honor Society**

- Membership is offered to students with a junior standing (60 or more credit hours) and a GPA of 3.3 or higher.
- Advisor: Vicki Sherbert

**ED ASTRA**

- This organization is designed for students interested in teaching in rural settings.
- Advisors: Lori Goodson and Spencer Clark

**SPEDCATS**

- Provides students with information and resources for teaching students with special needs.
- Advisor: Nikki Meritt

**Agriculture Education Club**

- This club supports Kansas agricultural education, including FFA, 4-H and Extension.
- Advisor: Brandie Disberger

**K-State Student Chapter National Art Education Association (NAEA)**

- This organization's purpose is to further the arts in education. Rather than meetings, the focus will be art-based events promoting art research, advocacy, activities, education, and appreciation

**Multicultural Educational Student Organization (MESO)**

- This organization is interested in promoting careers in Science, Technology and Math (STEM) related fields. Open to all students interested in promoting diversity.
- Advisor: Sherri Martinie

**NAfME Collegiate – National Association for Music Education**

- Open to all Music Education students at K-State. Benefits of membership include educational journals, networking, educational opportunities and supplementary memberships in other music-related groups. Meetings feature guest speakers of professionals in the field of Music Education.
- For information, please email [ksunafmec@gmail.com](mailto:ksunafmec@gmail.com)

**Social Studies Education Club**

- This interest group is for future teachers of the social sciences.
- Advisor: Brad Burenheide

**College of Education Graduate Student Organizations****Education Graduate Student Organization (EGSO)**

- EGSO membership is open to all graduate students currently enrolled in the College's graduate programs.
- Advisors: J. Spencer Clark and Deepak Subramony

### **School Counseling Student Organization (SCSO)**

- SCSOs mission is to create a long-lasting footprint between K-State graduate students and the counseling profession. The organization aims to provide a support group for new students in the school counseling graduate program, current students, alumni and other school counselors.
- Advisor: Jessica Lane

### **Higher Education Student Association (HESA)**

- HESA provides professional development, educational opportunities and a social base for students interested in student affairs at K-State.
- Advisor: Christy Craft

### **Qualitative Research Student Organization**

- The Kansas State University Qualitative Research Student Organization aids students in forming and enriching foundational knowledge of qualitative inquiry and research methodology, and provides peer-to-peer support within qualitative practice.
- Advisor: Jia Liang

## **Kansas State University Emergency Information**

In case of any emergency, call 911

K-State Alerts is Kansas State University's emergency notification system that gives campus authorities the ability to communicate emergency information quickly to the university community. K-State Alerts will be used when a dangerous condition exists on campus (e.g. active shooter, storm in process, dangerous debris from storm), when a decision to close the campus has been made or when a decision to reopen the campus following a forced closure has been made.

To receive emergency notifications by text or phone, you must enroll in K-State Alerts through the Connect website. Only current faculty, staff, and students with an active eID are eligible to sign up for text messages and phone alerts. This includes K-Staters at the Manhattan, Salina and Olathe campuses, distance students and those at research and extension offices. Eligible K-Staters can add contact information of parents, children and spouses when they sign up. For more information, please see: <https://www.k-state.edu/police/alerts/about.html>

For information about how to handle various types of threats, consult the list below.

#### **Emergency phone numbers**

- Environmental Health & Safety, (785) 532-5856
- Office of Student Life, (785) 532-6432
- K-State Counseling Services, (785) 532-6927
- Lafene Student Health Center, (785) 532-6544
- Facilities, (785) 532-6369
- University Police, (785) 532-6412

The Office of Student Life website contains helpful information regarding campus safety for students.

#### **Evacuation procedures**

- Stay calm--do not rush--do not panic.

- Be aware of the location of the nearest exit and announce this at the beginning of the class each semester.
- If a fire alarm sounds or emergency personnel asks you to leave the building, you and your students must evacuate the building.
- Gather your personal belongings if it is safe, otherwise leave as quickly as possible.
- If safe, close doors and windows, but do not lock them.
- Assist physically disabled individuals to a safe location and notify emergency personnel. Most buildings have an identified "Area of Rescue" located near the top landing of staircases.
- Once outside the building, keep clear of entrances, move at least 100 feet away from the building and emergency vehicles.

### **Medical emergencies**

- Call 911 to report the emergency.
- Do not attempt to move a person who has fallen or appears to be in pain.
- Provide first aid, if someone is ill or injured and requires immediate assistance.
- Limit your communication with ill or injured person to quiet reassurances.

### **Fire**

- If you detect a fire call 911, pull the fire alarm and follow Evacuation procedures.
- If you hear a fire alarm, follow evacuation procedures - do not use elevators.
- The fire alarm in the building will not notify the fire department.

### **Tornado and severe weather**

- Go to the designated tornado shelter for the building. In most cases this is the lowest floor, in the central core of the building, and away from glass windows.
- Outdoor sirens will sound a steady three-minute blast when the need to take cover is necessary. The University's Reverse personnel who will alert the classrooms.
- If you are outside when the sirens go off, seek shelter immediately. Go into the closest building and seek out the lowest floor in the center of the building.
- After the tornado has passed, report any injuries. Call 911 for ambulance and fire; call the University Police (2-6412) to report building damage.

### **Hazardous substance spills**

- Call 911 immediately.
- Do not get near or touch the spilled material unless properly trained to do so.
- Contain the spill using absorbents, if possible.
- Clean up any small chemical spills, if you are able. The Department of Environmental Health & Safety will assist if needed.
- Vacate the area and close the doors.

### **Explosion**

- Call 911 immediately.
- Remain calm. Do not move seriously injured persons unless they are in obvious immediate danger of further injury.
- Open doors carefully and watch for falling debris - follow evacuation procedures -
- Do not use elevators.



### **Criminal activity**

- If you observe or suspect criminal activity call the University Police Department at (785) 532-6412.
- Do not confront the subject.
- If you want to remain anonymous, you can use the Silent Witness program via the K-State Police Web Site.

### **Active shooter**

- Call 911 if safe to do so.
- Remain calm and keep out of plain sight.
- Do not put yourself in harms way.
- If you can do so safely, inform building occupants, then lock doors, block windows and close blinds.
- Seek protective cover.
- Place signs in exterior windows to identify your location.
- Stay in place until Police clear the building.

### **Terroristic threat**

- Call 911 immediately.
- Remain calm.
- If you can do so safely, inform building occupants.
- Provide a list of all people who were in the room or area.

### **Bomb threat**

- If you receive a phone call or a note warning of a bomb, take it seriously and call 911 immediately.
- Evacuate the building.
- Remain Calm. It is rare that a bomb threat caller does not give notice in ample time to insure safety of building occupants.
- Listen intently for voice or speech peculiarities and for background noises because this information can aid in later investigations.
- Record immediately the date and exact time the call is received.
- Try to engage the caller in extended conversation and try to ask:
  - Exactly where did you place the bomb?
  - What time is it set to go off?
  - What does the bomb look like?
  - What kind of explosive did you use, dynamite, black powder, TNT, plastic?
  - How will the bomb be set off; by time mechanism, oxidizing agent, heat, movement?
  - Why did you place the bomb in this building?
  - May I have your name?

### **Suspicious package**

- Call 911 immediately.
- Do not handle the suspicious package.
- Follow Evacuation Procedures

### **Behavior problems**

- If threat of harm or violence is imminent, call 911.
- **Workplace Violence**
  - Notify the Director of Human Resources, (785) 532-6277, of any threats you have witnessed or received.
  - Report any behavior you regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment.
- **Mental Health Emergency**
  - Faculty, staff and student employees with problems are encouraged to contact the Employee Assistance Program Coordinator at (785) 532-6818.
  - Students with mental health problems can find support at K-State Counseling Services and the Office of Student Life.
  - If a student indicates a risk of harm to self or others, call 911 for immediate assistance.
  - In the case of emotional/behavioral distress, students can access therapy and other supportive resources at Counseling Services (785) 532-6927.
  - Student Life can provide assistance when mental health problems affect a student's academic or personal life. Contact Student Life at (785) 532- 6432.