

MINUTES
Faculty Senate Academic Affairs
January 23, 2001 3:30 pm K-State Union, Room 204

Present: Chenoweth, Devault, Herald, Hopper, Molt, Mortensen, Pesci, Peterson, Sheu, Selfridge, Spears, Yagerline, Youngman

Visitors: James Coffman, Don Foster, Mary Evan Griffith, David Donnelly, Lynn Ewanow, Kris Boone

I. Call to Order

The meeting was called to order by Tom Herald, Chair, at 3:35 p.m.

II. Discussion with Course & Curriculum Chairs, Provost James Coffman, and Don Foster

Herald had everyone in the room introduce themselves and say which college they were representing. He said one of the issues he wanted to discuss was communication between colleges and the appropriate way to move course and curriculum changes through the program as smoothly as possible and get them in the line schedules in time. Herald said it was important for course and curriculum chairs to make sure all faculty in the college know who they are. He also said if there was a change in the chair, they should let the Academic Affairs chair know. Herald also stressed that course and curriculum chairs should also have access to the Approval, Routing, and Notification Policy. If they don't have a paper copy of it, it can be found on the Faculty Senate web page.

Herald said that course and curriculum changes start at the department/unit level and it is important to get things started right at that level and that the rationale makes sense. Make sure the course title matches the course description. Some titles and descriptions have been so vague that Academic Affairs members could not tell what department to identify it with. Also, he stressed that the Course and Curriculum Chairs make sure the credit hours add up after changes have been made to a program. It is also important not to wait until the last week before the college meets for course and curriculum changes and then try to get changes done in a hurry. The appropriate approvals are required and departments that may be impacted need to be contacted. Deleting a course may affect another department if it is a requirement for their programs. Herald said he would like to have the green and white sheets changed by having the course and curriculum chair for the college is listed on the front of them so departments know who to contact if they have problems with a change. Herald encouraged the Course and Curriculum Chairs to contact Academic Affairs members anytime they have issues they need help with in this area.

Herald told the course and curriculum chairs that Academic Affairs is also looking into secondary majors and minors and when students need to have them completed. Another area that Academic Affairs is looking at is evening exams. Instructors are not always listing evening exams in the line schedule and not counting the exam as an extra contact hour. Another issue that the committee is working on is educational objectives in the catalog. Herald said they are writing a cover letter for the educational objectives.

Provost Coffman said he thought this meeting was a good idea and hopes that we can gather up loose ends and smooth out the process. Foster reported that one problem he has encountered is that departments will drop a class and give a semester it is effective, and then still keep teaching the class after that time. He also said that if an effective semester is given to start teaching a class, it cannot be taught before that time.

Selfridge said it would be a good idea to have a training session in the fall for Academic Affairs members and course and curriculum chairs and go over some of the areas that have caused problems in the past on the

green and white sheets. Also, Committee on Academic Policy and Procedures (CAPP) can look into having a place on the green and white sheets for the course and curriculum chair name and also having the effective semester given for dropping or adding a course.

Provost Coffman asked how the course database was coming along. Selfridge reported that Jane Rowlett is working on it, but it is bogged down in software. Selfridge said they will work to get it going.

III. Approval of minutes of December 5, 2000 Academic Affairs Committee meeting.

A motion was made by Selfridge and seconded by Hopper to approve the minutes of the December 5, 2000 Academic Affairs meeting. Motion passed.

IV. Announcements

A. Presentation by James Goddard at the February 6, 2001 Academic Affairs meeting regarding the Phase II Assessment Team proposal.

Herald announced that James Goddard will attend the next Academic Affairs meeting and make a presentation on Phase II of the General Education Assessment Team proposal. The e-mail that gave directions on how to locate the document on web will be sent to members again. Herald asked that members study the document before Goddard's presentation.

V. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Sheu and seconded by Selfridge to approve Undergraduate Course and Curriculum Changes approved by the College of Business Administration December 5, 2000. Herald mentioned that he had talked to Julie Katz in Business Administration regarding the certificate in International Business and it is an undergraduate certificate. Sheu said that this certificate will be very marketable and will not require any additional resources to the college as long as the demand does not exceed fifty students. KU currently offers this certificate but it is not listed on students' transcripts; KSU students will have it listed on their transcripts. Sheu said other colleges at KSU were very supportive of this certificate. Motion passed.

New Certificate in International Business

Changes in the Department of Finance undergraduate curriculum and related courses

CHANGE:

FINAN 450	Principles of Finance
FINAN 562	Short-Term Financial Management

DROP:

FINAN 470	Financial Analysis and Valuation
FINAN 551	Investments

ADD:

FINAN 510	Debt Securities and Markets
FINAN 520	Equity Securities and Markets

Changes to the GPA requirements for students in the various programs in the College of Business Administration

B. Graduate Education

1. A motion was made by Spears and was seconded to approve the Graduate Course & Curriculum Changes approved by Graduate Council December 5, 2000. Herald reported that he made some phone calls for clarification on some of the prerequisites and that he was satisfied with responses. Motion passed.

CHANGES:

AGEC 700	Applied Agribusiness Economics
AGEC 701	Introduction to Computer Decision Tools for Agribusiness
AGEC 712	Optimization Techniques for Agricultural Economics
AGEC 713	Agribusiness Financial Management
AGEC 720	Agribusiness Risk Management
AGEC 730	Applied Agribusiness Logistics
AGEC 760	Applied Econometric Analysis
AGEC 770	International Agribusiness and Policy Analysis
BIOCH 766	Recombinant DNA Laboratory I
BIOCH 911	Molecular Signal Transduction
CNS 650	Construction Safety
EECE 624	Power Electronics
FSHS 706	Practicum in Audiology
FSHS 744	Aural Rehabilitation
FSHS 750	Voice Disorders
FSHS 760	Neuromotor Speech Disorders
FSHS 841	Acquired Language and Cognitive Disorders
FSHS 851	Professional Issues in Speech-Language Pathology
FSHS 897	Graduate Seminar in Communication Sciences and Disorders
GEOL 650	Exploration Geophysics
GRSC 731	Milling Science II Laboratory
PHYS 636	Physical Measurements and Instrumentation
PSYCH 605	Advanced Social Psychology

DROP:

FSHS 720	Audiology I
FSHS 721	Audiology I Laboratory
HIST 648	Naval History
HIST 649	Introduction to the History of Aviation

***NEW courses approved by Graduate Council on December 5, 2000 will be covered at the February 6, 2001 Academic Affairs meeting.*

C. General Education

1. A motion was made by Selfridge and seconded by Spears to approve change in the UGE program proposal for the College of Arts & Sciences approved by the General Education Task Force December 4, 2000. The change will allow interdisciplinary majors to take general education classes in their department. General education classes are to be taken outside your department, but this is more difficult for students with more than one major. Motion passed.
2. A motion was made by Devault and seconded by Spears to approve a course for general education approved December 7, 2000 by the General Education Task Force. Motion passed.

3. A motion was made by Chenoweth and seconded by Yagerline to approve a course for general education approved January 2001 by the General Education Task Force. Motion passed.

PHILO 380 Philosophy and Race

VI. Old Business

- A & B. A motion was made by Selfridge and seconded to remove from the table BIOL 510 Embryology (approved by the College of Arts and Sciences November 9, 2000 and BIOL 529 Fundamentals of Ecology (approved by Arts & Sciences October 5, 2000) and he moved approval subject to the changes negotiated between Biology and Agriculture. Herald reported that Biology had changed the prerequisites to these classes which increased the course load for students required to take these classes in an Agriculture major. Biology has agreed to allow the prerequisites that Agriculture students were originally taking for these classes. Motion passed.
- C. A motion was made by Spears and seconded by Pesci to remove from the table and approve the Undergraduate Course and Curriculum Changes approved by the College of Human Ecology November 10, 2000 (tabled at the December 5, 2000 due to question in credit hours). Pesci explained that there is an even exchange of credits and how to read the chart. Motion passed.

UNDERGRADUATE CATALOG CHANGES:

School of Family Studies and Human Services (Page 217) Life Span Human Development
Bachelor of Science in Family Studies and Human Services--change in hours and courses

D. Deadline for Secondary Majors and Minors

Herald said we will need to have Dean Hightower come back to Academic Affairs to discuss the deadline for secondary majors and minors. Spears said she will write a letter explaining Women's Studies position on this issue. Their program has no major, but it is a useful adjunct to a major. Selfridge expressed concern about the Center for Aging having a certificate that students decide to come back for. Selfridge and Spears will talk to CAPP about this issue. Distinctions may need to be made between certificates, minors, etc.

E. KSU course database development

Herald reported that the course database development seems to be in limbo but it needs to be done.

F. Catalog "educational objectives" revision

Herald reported that this committee will have a report to Provost Coffman soon.

G. Conditional drop pool--Approval, Routing, and Notification Policy

Herald said he has not heard anything on the conditional drop pool.

H. Evening exams

Herald reported that there will be a special meeting and that a group will be going to CAPP on Thursday to discuss evening exams.

VII. New Business

- A. A motion was made by Devault and seconded by Pesci to approve additions to the following Graduation List. Motion passed.

May 2000

Brian Earle Custer, KSU-Salina, BS--Aeronautical Technology and an Associate of Technology in Professional Pilot

Brian Ray Krug, KSU-Salina, BS--Aeronautical Technology

- B. A motion was made by Spears and seconded by Devault to approve posthumous degree for Bryan James Dunn, Bachelor of Science in Agriculture. Motion passed.

VIII. Committee Reports

- A. Sheu report on General Education Implementation Task Force
Sheu had to leave the meeting early so there was no report on the General Education Implementation Task Force.
- B. Yagerline/Peterson report on University Library Committee
Yagerline had to leave the meeting early so there was not report on the University Library Committee.
- C. Chenoweth report on Academic Policy and Procedures Committee
This item was covered earlier in the meeting.

IX. For the Good of the University

Hopper reported that Student Senate will be looking at three privilege fees this week regarding the Union operation enhancements. They will also be looking into taking the cap off of the money spent for Student Body President campaigns.

Mortensen mentioned that the associate degree requirements are not given in the catalog and the requirements are given for the other degrees. Associate degrees make up about 95% of Salina's degrees with maybe one or two associate degrees being offered on the main KSU campus. He said he would see if this effort could start at Salina and work its way up. He will check with Don Foster to see where to start the process.

X. Adjournment

Meeting adjourned at 5:18 p.m.