

**MINUTES**  
**Faculty Senate Academic Affairs**  
**February 20, 2001 3:30 pm K-State Union, Room 204**

Present: Chenoweth, Devault, Herald, Molt, Mortensen, Peterson, Selfridge, Spears, Yagerline

Proxy: Hopper

Absent: Pesci, Sheu, Youngman

I. Call to Order

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

II. Approval of minutes of February 6, 2001 Academic Affairs Committee meeting.

A motion was made by Spears and seconded by Yagerline to approve the minutes of the February 6, 2001 Academic Affairs Committee meeting. Motion passed.

III. Announcements

A. Forum on Schedule 25 scheduled for March 8<sup>th</sup>, 3:00 - 5:00 p.m.

Herald announced that a forum on Schedule 25 will be held on March 8<sup>th</sup>, 3:00 - 5:00 p.m., in 211 Calvin Hall. Some of the issues that will be discussed are how classroom space is being used and the availability of hi-tech classrooms.

IV. Course and Curriculum Changes

A. Undergraduate Education—none

Yagerline mentioned that green sheets sent out by the College of Education had a class that had the Department of Speech Communication, Theater and Dance listed as being impacted by a change to a course. Yagerline checked on SPCH 311 and found out that there is waiting list of 175-200 students each semester. There are a five to six sections of this course taught each semester with 25 students allowed per section. Students may not be able to complete their degree work on time if they have to wait to take this course. Spears said that accreditation may be driving this decision. Spears will communicate with the Director of Business Education and the Course and Curriculum Committee in Education and pass concerns along.

B. Graduate Education

1. A motion was made by Spears and seconded by Yagerline to approve the Graduate Course & Curriculum Changes approved by Graduate Council February 6, 2001. Motion passed.

**CHANGE:**

CIS 644	Object Oriented Design and Development
CIS 721	Real-Time Systems
EECE 662	Design of Communication Circuits
FINAN 643	International Financial Management
FINAN 654	Derivative Securities and Markets
FINAN 653	Security and Portfolio Analysis
FINAN 661	Professional Financial Planning

MBA Requirement to take MKTIB 860 (Advanced International Business) is being dropped and replaced with an International Elective requirement.

**DROP:**

EECE 632	Engineering Applications of Microcomputer Systems
FINAN 660	Corporate Finance
FINAN 670	Cases in Financial Management
FINAN 671	Cases in Financial Services

**NEW:**

CIS 621	Real-Time Programming Fundamentals
CIS 622	Real-Time Operating Systems
CIS 732	Machine Learning and Pattern Recognition
EECE 633	Real-Time Embedded Systems
EECE 664	Design of Microwave Circuits
EECE 733	Real-Time Embedded Systems Design
EECE765	Digital Radio Hardware Design
FINAN 665	Intermediate Finance
FINAN 675	Cases in Finance
HN 815	Molecular Basis of Nutrient Function

2. A motion was made by Spears and seconded by Yagerline to approve a new Graduate Certificates approved by Graduate Council February 6, 2001. There was discussion on what a certificate really means and whether it is tied to a degree program. Herald said it would be nice to have a definition of a certificate. Spears said she would look into the purpose for certificates. Herald said he would ask Provost Coffman, Don Foster, and James Guikema to attend the next Academic Affairs meeting to discuss certificates and where and how they fit into programs. There was discussion of forming a joint committee with departments that offer certificates and members from CAPP. Motion passed.

Graduate Certificate in Technical Writing and Professional Communication  
Graduate School Certificate Program in Classroom Technology

C. General Education--none

V. Old Business

A. Deadline for Secondary Majors and Minors

Spears attended the CAPP meeting and reported that there was helpful discussion that explained why CAPP thought there should be a deadline. Not all of the issues were articulated with the document they sent forward to Academic Affairs. CAPP will try to address what is solved by a deadline and what is not. Academic Affairs needs to take what was sent forward and give CAPP feedback. Spears said she would draft our concerns and send them to CAPP.

B. KSU course database development

Selfridge reported that the subcommittee has met and the full committee will be meeting. One department in one college will do a pilot study. A test will be done over something recently completed. The database will be tested by one department as a pilot for a year or so before bring on a whole college. Entomology may be the department used as a pilot because of Agriculture's use of electronics. Mortensen reported that Salina is very interested in participating. Selfridge said that Salina might be a good co-pilot and the electronic communications could be enhanced and perhaps save some guesswork.

C. Catalog "educational objectives" revision

Herald said the catalog "educational objectives" revision was submitted to the Provost two to four weeks ago, but he has not heard anything back.

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

Herald reported he has not heard anything about the conditional drop pool.

E. Evening exams

Herald said he received information today from the task force on evening exams. They are moving forward and will also look into making changes in the summer class schedule so classes are scheduled more uniformly.

VI. New Business

A. Training sessions for Course and Curriculum Changes

Herald reported he has received many phone calls regarding course and curriculum changes and that a training session would be a good idea. Selfridge suggested that a session be scheduled around the second week of September, but set a date before the end of this term and advertise it. Herald said he would check with department heads and deans and make sure there wouldn't be conflicts. Some new department heads don't know there is an Approval, Routing and Notification Policy. Selfridge said that the document will need to be extended as an interim policy.

B. Discussion of Phase II Report (Proposed Plan for the Assessment of UGE Implementation Process)

1. Name Change for task force

Spears said she was impressed with the task force's sensitivity for timing of the process. The committee discussed the name change for the General Education Task Force. Peterson said she felt this was once of the best documents she has read. There was discussion about leaving "Oversight" out of the title of the committee and just call it the Undergraduate General Education Committee. Selfridge suggested that the group could be called a council since their work is parallel to Graduate Council's work to scrutinize courses for approval. Peterson suggested they be called a review board. Herald said he would contact the UGE Task Force and ask if they prefer one of these titles. Herald suggested that Academic Affairs members talk to members of the task force if they knew someone on it and get their opinion.

2. On-line form filler

Academic Affairs had discussed having an on-line form filler for approval of UGE courses at the last meeting, but this would require Computing and Network Services doing the computer work for it and they have more work than they can handle. With budget cuts being discussed, the committee decided this item may have to wait for a year or two.

C. A motion was made by Selfridge and seconded by Spears to approve additions to the following Graduation List. Motion passed.

December 2000

Richard Alan Berg, A&S, BS--Social Science  
Amanda Dawn Clothier, A&S, BS--Social Science  
Michael Thomas Faltico, A&S, BS--Economics  
Michael T. Litke, A&S, BS--Sociology-CR  
Michael Muth, A&S, BS--Kinesiology-NE  
Shane M. Paul, A&S, BS--Sociology-CR  
Donald L. Robertson, A&S, BS--Social Science  
Azalea Victoria Michel Whitley, A&S, Fine Arts-MJ

August 2000

Kevin Joseph Strathman, Master of Accountancy

VII. Committee Reports

A. Sheu report on General Education Implementation Task Force

Sheu was absent so there was no report.

B. Yagerline/Peterson report on University Library Committee

Peterson reported that the University Library Committee discussed branch libraries and their competition with Hall Library. She passed around charts that show what the branch libraries offer and their hours. Hale

Library still owes \$820,000 for their building and they are having trouble getting money for something that is already built and named. The added computers in Hale Library are very worthwhile and are being used. The Library would like to fill empty positions before more computers are added. The Library will be open until 2:00 a.m. the week before finals. Security is an issue they are worried about. There is talk of using key cards to get in. The 24 hour study area is full most of the time. The Library will start staying open later on Friday evenings and open earlier on Saturday mornings. Chenoweth mentioned that there was talk of students allocating excess funds to the Commons area. Peterson said they didn't discuss this at the meeting, but Yagerline volunteered to ask about it at the next meeting. Chenoweth said in a few years branch libraries may not be a worry because journals will be accessed on web. Yagerline said the objection to the branch libraries is that the money and staff come from Hale Library but only a few people use them.

C. Chenoweth report on Academic Policy and Procedures Committee

Chenoweth said most of CAPP information was covered earlier. He will look to CAPP to give us some guidance on what the definitions of minors, majors, secondary majors, and associate degrees are. Herald said he would ask Ron Downey's office for definitions for the various degrees (secondary major, certificate, minor, etc.) from other Big 12 Universities. Selfridge suggested that members find a definition of a degree they are familiar with; Spears said she would take the minor and Mortensen offered to take the associate degree. Herald said he would also ask Don Foster and Provost Coffman to discuss this issue with Academic Affairs.

VIII. For the Good of the University

Herald announced that the next Academic Affairs meeting will be video-conferenced and more meetings may be scheduled that way if the committee likes it.

Peterson mentioned there is a website where university safety programs are ranked.

IX. Adjournment

Meeting adjourned at 4:50 p.m.